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EmpowHR: Section 5 - PAR Processing

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PROCEDURE MANUAL
EmpowHR

SECTION 5
PAR Processing

Table of Contents

Latest Update Information

The following change has been made to the PAR Processing procedure:

Section	Description of Change
Hire Employee	Added a note stating that data must be entered on the PAR Remarks page rather than using the @ symbol.
Address Processing	Added a popup with the message, *Please notify the employee of their responsibility to contact the FEHB/BENEFEDS carriers of their new address. If employee has BENEFEDS (FEDVIP, FSAFEDS, FLTCIP), contact BENEFEDS directly*, that appears when a Human Resources (HR) officer processes an address change request for an employee.
Departmental Transfer	Modified the Department Transfer page to require completion of four mandatory search fields: EmplID, SSN, Sub-Agency and Last Name.

Introduction to PAR Processing

EmpowHR offers streamlined, integrated set-of-business processes within a National Finance Center (NFC)-hosted technology suite, which can be leveraged by the client to automate common administrative tasks associated with Human Resources (HR) management and reduce internal operational costs using industry best practices.

This section of the EmpowHR procedure provides a high-level overview to describe and define Personnel Action Request (PAR) processing. This section will also explain Workflow and Work-in-Progress (WIP) Statuses.

The PAR processing module is used for processing personnel actions (any action requiring a Standard Form (SF) 50, Notification of Personnel Action, and SF 52, Request for Personnel Action).

Personnel document transactions are sent to the mainframe and are run through the Personnel Input and Edit System (PINE) process for editing. Transactions that pass the PINE edits are applied to the Payroll/Personnel database and returned to EmpowHR. The Transaction Status on the personnel transaction is **Applied**. Transactions that reject to suspense with errors are **Not Applied** with an error number and message. If the error is invalid, a user is able to enter an Override Code that tells PINE to let the document pass with the error, thereby forcing the document to apply. If the error is valid, the user makes the modification(s) to the rejected personnel document. Then the user clicks **Save**. The Transaction Status changes to **NFC Ready**, and the PAR is again sent to the mainframe and run though the PINE process.

PAR Processing

The PAR processing module is used to process personnel actions.

This section includes the following topics:

Hire Employee

> This topic has been updated to include a note within the PAR Remarks.

This section explains how to process an action for an employee new to EmpowHR. See the Guide to Processing Personnel Actions (GPPA), at *http://www.opm.gov/feddata/gppa/gppa.asp*, for more information regarding the processing of personnel actions.

To Hire an Employee:

1. Select the ***PAR Processing*** menu group.

2. Select the ***Hire Employee*** component. The Hire Employee USF page - Add a New Value tab is displayed.

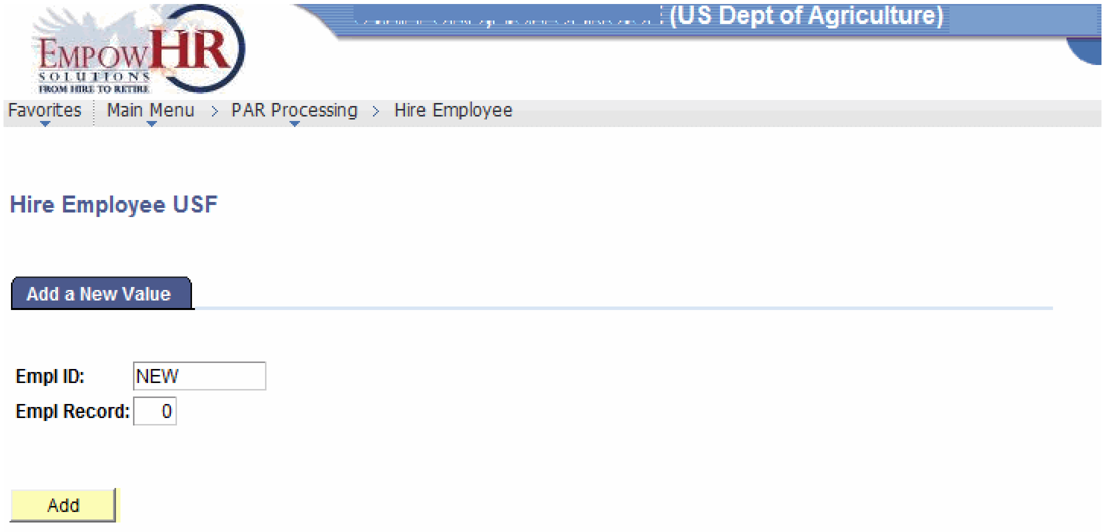

Figure 1: Hire Employee USF Page - Add a New Value Tab

3. Click **Add**. The Hire Employee USF page - Data Control tab is displayed. This page is used to record the type of action, the reason for the action, and the effective date.

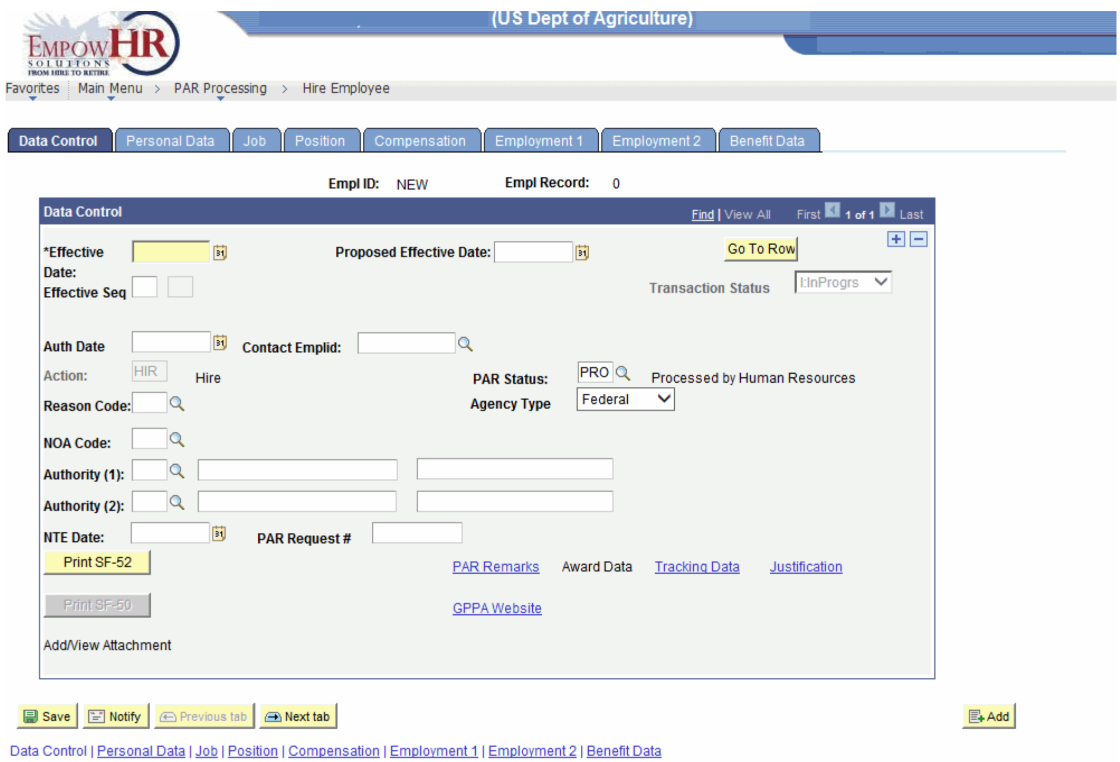

Figure 2: Hire Employee Page - Data Control Tab

4. Complete the fields as follows:

Field	Description/Instruction
Empl ID	Defaults to **`NEW`** for a new hire. When the action is saved, the employee identification (ID) is displayed.
Empl Record	Populated with `0` when adding a new employee. This field cannot be modified. The employee record number is displayed on each page in the hire process.
Data Control	**Description/Instruction**
***Effective Date**	Required field. Enter the effective date of the new hire or select a date from the calendar icon. The effective date reflects the effective date of the personnel action. This field is displayed on each page or each tab of the PAR.
Proposed Effective Date	Enter the proposed effective date of the new hire or select a date from the calendar icon. The proposed effective date reflects the proposed effective date of the personnel action.
Transaction Status	Defaults to **`In Progress`**. The status changes when the PAR is saved, reassigned, etc. The transaction status reflects the status of the action.
Effective Seq	Populated based on the authentication date.
Auth Date	Enter the authentication date of the action or select a date from the calendar icon. This field defaults to the current date.
Contact EmpliD	Enter the employee ID of the contact person for the hire action.
Action	Describes the action documented by the PAR. It defaults to **`HIR`** (Hire).
PAR Status	Displays the status of the new action. The field is based on the stage of the new hire. The status changes when the PAR is saved, reassigned, etc.
Reason Code	Describes the reason for the action documented by the PAR. Enter the reason or select data by clicking the search icon. The alpha description is displayed after the code is selected.
Agency Type	Describes the type of Agency processing the hire. Defaults to **`Federal`**.

Field	Description/Instruction
NOA Code	Enter the Nature of Action Code (NOAC) or select the NOAC from the search list for the action to be processed. The alpha description is displayed after the code is entered. Use the GPPA and the 5 CFR to determine the correct NOAC. This field is displayed on each page and tab of the PAR.
Authority (1)	Enter the authority (1) for the NOAC or select data by clicking the search icon. The alpha description is displayed after the code is entered. For more information refer to the GPPA and the 5 CFR.
Authority (2)	Enter the authority (2) for the NOAC or select data by clicking the search icon. The alpha description is displayed after the code is entered. For more information refer to the GPPA and the 5 CFR.
NTE Date	Enter the ending date of the temporary action (not-to-exceed (NTE) date) or select a date from the calendar icon. For more information refer to the GPPA and the 5 CFR.
PAR Request #	Enter the SF 52 number/vacancy number.

5. Click the ***PAR Remarks*** link. The PAR Remarks page is displayed.

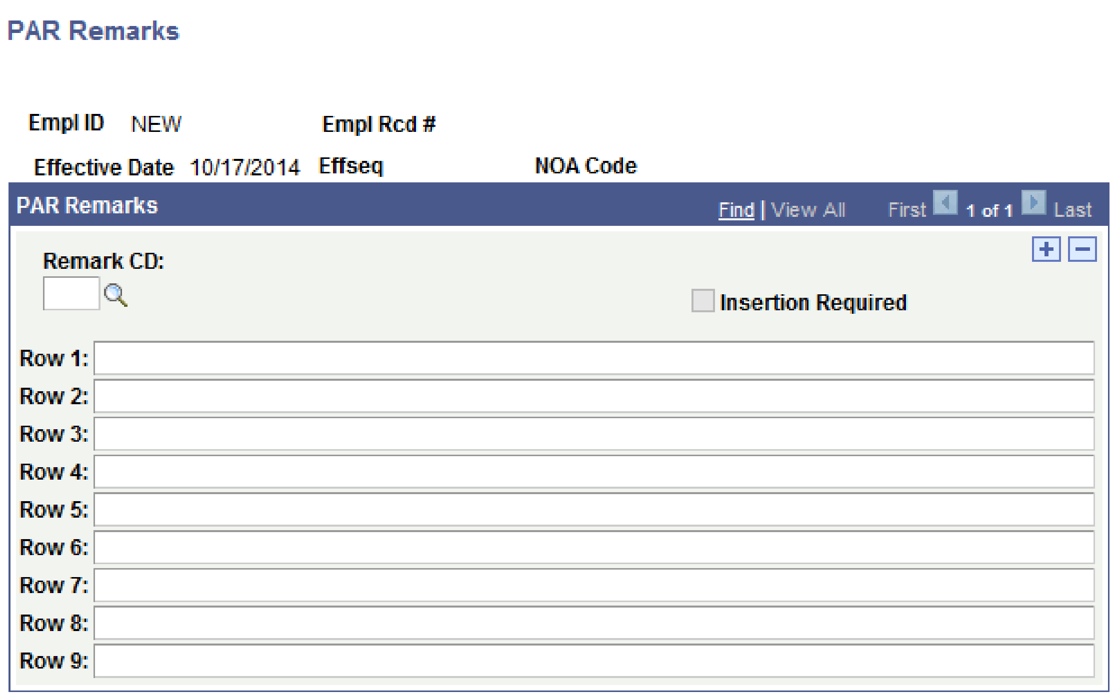

Figure 3: PAR Remarks Page

The purpose of ***PAR Remarks*** is to record information relating to the actions. The Remark CD is entered in the field or selected from the search list.

Note: Only 10 remarks may be entered.

6. Complete the PAR Remarks fields as follows:

Note: When a remark code is newly entered or changed, and it contains an @ symbol, and the Insertion Required box is checked, the user is required to enter the appropriate data to replace the @ symbol.

PAR Remarks	Instruction
Remark CD	Enter the three-digit remark code or select data by clicking the search icon. The tab key generates the specific code.
Insertion Required	Indicates when a remark needs employee-specific information.
Row 1-9	Enter the appropriate remark text or review the populated remark text.

7. Click **+** to add an additional remarks code or click **-** to delete a remarks code.
8. Click **OK** to save the remarks. The Hire Employee USF page - Data Control tab is displayed.

OR

Click **Cancel**. The remarks information is not saved. The Hire Employee USF page - Data Control tab is displayed.

9. Click the ***Justification*** link. The PAR Justification page is displayed.

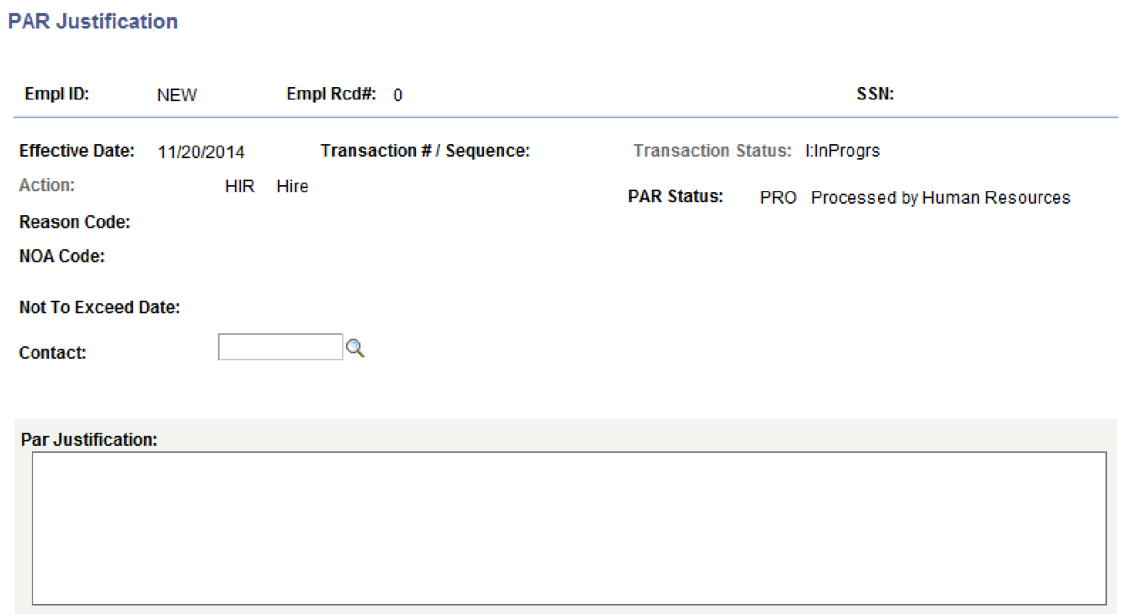

Figure 4: PAR Justification Page

10. Complete the PAR Justification field as follows:

Note: The remaining fields on this page are read-only.

Field	Instruction
PAR Justification	Enter the justification for the creation of the personnel action.

11. Click **OK** to save the information. The Hire Employee USF page - Data Control tab is displayed.

    OR

    Click **Cancel**. The information is not saved.

Note: You can click the ***GPAA Website*** link to visit the Office of Personnel Management (OPM) Web site and view the GPPA. You must click the **X** to exit the Web site and return to EmpowHR.

12. Click **Print SF 52** after the action is saved to print a copy of the Request for Personnel Action. A popup appears indicating that the report is ready to be printed.

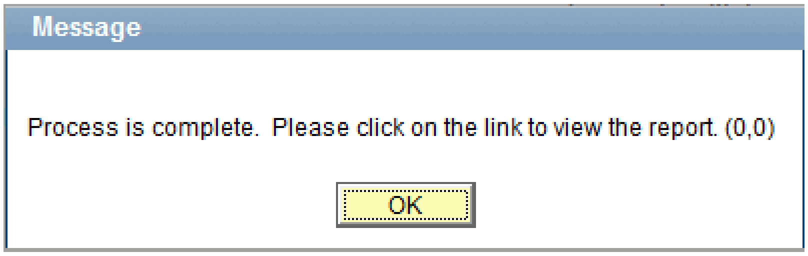

Figure 5: Print SF 52 Popup

13. Click **OK**. The Hire Employee USF page - Data Control tab is displayed.

Note: You can click ***View SF 52*** after the record is saved to view/print a copy of the SF 52.

You can click ***Add/View Attachment*** to add (upload), view, or delete an attachment to the employee's hire action (i.e., college transcripts).

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14. Select the ***Personal Data*** tab. The Personal Data tab stores personal information about the employee. The links at the bottom of the page allow the storage of ***Additional Birth Info***, ***Address Info***, ***Phone Nbrs***,***Veterans Info***, ***Marital Info***, and ***Education Details***. These links are selected after the Personal Data tab is completed.

Note: The information entered on the ***Additional Birth Info***, ***Phone Nbrs***, and ***Marital Info*** links is not sent to NFC. It is for Agency use only.

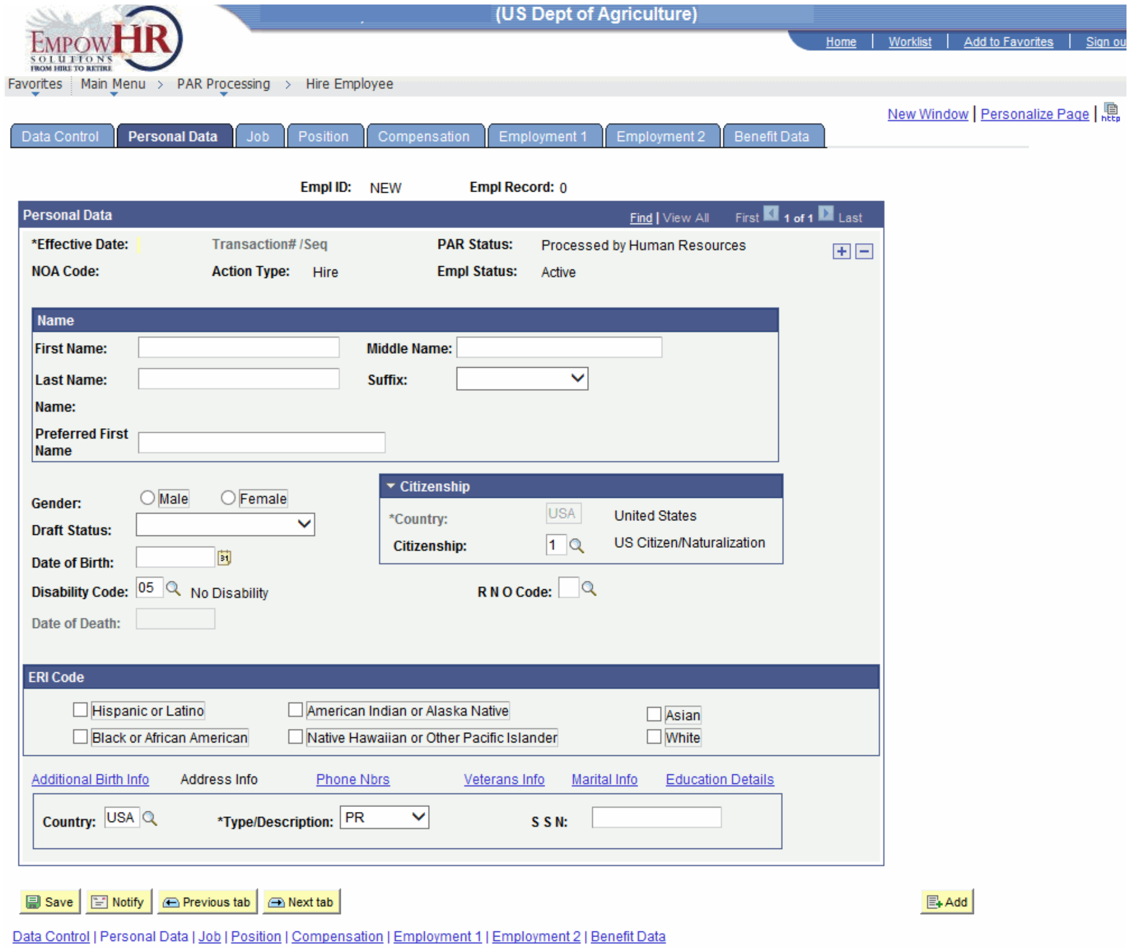


Figure 6: Hire Employee Page - Personal Data Tab

15. Complete the fields as follows:

Field	Description/Instruction
Empl ID	Defaults to **NEW** for a new hire. When the action is saved, the employee ID is displayed.
Empl Record	Populated when the record is saved.
Personal Data	**Description**
***Effective Date**	Required field. Displayed on each page in the hire process and defaults from the effective date entered on the Data Control tab.

Field	**Description/Instruction**
Transaction#/Seq	Populated based on the sequence of the action in the employee history.
PAR Status	Populated from the Data Control page.
NOA Code	Populated with the NOAC entered on the Data Control page.
Action Type	Populated with **`HIR`** from the action type entered on the Data Control page.
Empl Status	Populated based on the current NOAC.
Name	**Description/Instruction**
First Name	Enter the first name of the employee.
Middle Name	Enter the middle name or initial if applicable. This field is optional.
Last Name	Enter the last name of the employee.
Suffix	Enter the suffix if applicable or select data from the drop-down list.
Name	Populated from the **First**, **Middle**, **Last**, and **Suffix** fields.
Preferred First Name	Enter the employee's preferred first name.
Field	**Description/Instruction**
Gender	Indicates the sex of the employee. Select the applicable radio button.
Draft Status	Reflects an employee's registration status with the draft board. Enter the draft status or select data from the drop-down list. The valid values are **`Not Applicable`** **`Not Yet Registered`** **`Registered`**
Date of Birth	Enter the date (MM/DD/YYYY) or select a date from the calendar icon for the employee's date of birth.
Disability Code	Defaults to `05 No Disability`. This field indicates an employee's physical or mental disability. Change the default by clicking the search icon and selecting a value.
RNO Code	Describes the minority group category into which the employee belongs. This field is not used for new hires effective 1/1/2006 or later.
Date of Death	Is not used.

Field	**Description/Instruction**
Citizenship	**Instruction**
***Country**	Required field. Defaults to `USA`. Change this field when the employee is not a U.S. citizen.
Citizenship	Identifies the citizenship status of the employee. Enter the citizenship or select data by clicking the search icon.
ERI Code (multiple boxes may be checked)	**Instruction**
Hispanic or Latino	Check this box if the employee is a person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin.
American Indian or Alaska Native	Check this box if the employee is a person having origins in another of the original peoples of North and South America, including Central America, and who maintains tribal affiliation or community attachment.
Asian	Check this box if the employee is a person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent; for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
Black or African American	Check this box if the employee is a person having origins in any of the black racial groups in Africa.
Native Hawaiian or Other Pacific Islander	Check this box if the employee is a person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
White	Check this box if the employee is a person having origins in any of the original peoples of Europe, Middle East, or North Africa.
Field	**Description/Instruction**
Country	Defaults to `USA`. This field can only be modified if `Other` is selected in the Citizenship field.
***Type/Description**	Required field. Defaults based on the country selected.
SSN	Enter the employee's Social Security number (SSN).

16. Click the ***Additional Birth Info*** link at the bottom of the Hire Employee USF page - Personal Data tab. The Additional Birth Information page is displayed. This information is not sent to NFC.

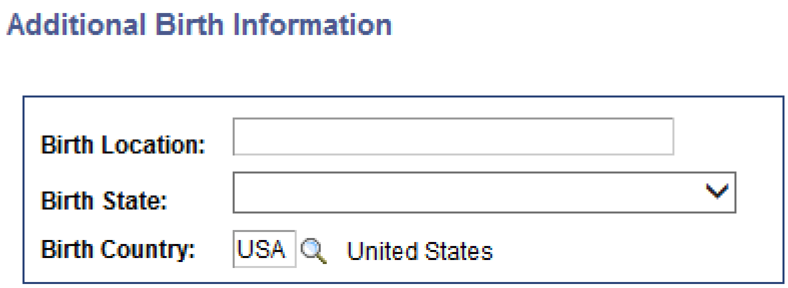


Figure 7: Additional Birth Information Page

17. Complete the fields as follows:

Additional Birth Information	Instruction
Birth Location	Enter the birth location of the employee (city, hospital, etc.).
Birth State	Enter the State where the employee was born or select a State from the drop-down list.
Birth Country	Defaults to **`USA (United States)`**. To change the birth country, select a country by clicking the search icon.

18. Click **OK** to save the information. The Hire Employee USF page - Personal Data tab is displayed.

OR

Click **Cancel** to cancel the information on the page. The Hire Employee USF page - Personal Data tab is displayed.

19. Click the ***Address Info*** link at the bottom of the Personal Data page. The Enter Address Information page is displayed. This page is used to record the employee's home address and/or check mailing address.

Figure 8: Enter Address Information Page

20. Complete the fields as follows:

Field	Description/Instruction
Empl ID	Defaults to **NEW** for a new hire. When the action is saved, the employee ID is displayed.
Address Information	**Description**
***Effective Date**	Required field. Populated from the Hire Employee USF page - Data Control tab. The effective date should reflect the action date of the personnel action. This field is displayed on each page in the hire process.
Record Origin	Populated with **HR Entered Online**.

Field	Description/Instruction
Transaction Status	Populated accordingly from the Hire Employee USF page - Data Control tab. The transaction status reflects the status of the processed action. Agencies may process the hire action and the Address document in the same day. The Accession action will process before the Address document. Note: The hire action and the Address Payroll document are processed with a separate status. Although both are processed within the PAR, they each have a separate status. If the accession action fails, the Address document will be marked **`Not Applied`** with no error message specific to the Address document. Once corrective action is taken on the hire action, click **Save**. You must then select **`NFC Ready`** for the Address document to be automatically sent in the same pass of PINE. No additional action is needed from the user. An Agency may process a hire action, Address document, and another PAR (i.e., Market Pay) on the same day.
Home Address	**Instruction**
***Address 1**	Required field. Enter the first line of the home address of the employee.
***Address 2**	Required field. Enter the second line of the home address of the employee if applicable. The second line of the address is optional.
***Address 3**	Required field. Enter the third line of the home address of the employee if applicable. The third line of the address is optional.
***City**	Required field. Enter the city of the home address or select a city by clicking the search icon.
***State**	Required field. Enter the State of the home address or select a State by clicking the search icon.
***Postal**	Required field. Enter the ZIP Code.
***County**	Required field. Enter the county of the home address.
***Country**	Required field. Defaults to **`USA`** (United States). To change the country, click the search icon and select a country from the list.
Only Enter Information If Not Using Direct Deposit - Check Mailing Address	**Instruction**

Field	Description/Instruction
Address 1	Enter the first line of the check mailing address of the employee. This field is completed upon approval from an appropriate Agency official.
Address 2	Enter the second line of the check mailing address of the employee. The second line of the address is optional.
Address 3	Enter the third line of the check mailing address of the employee. The third line of the address is optional.
City	Enter the city of the check mailing address or select a city by clicking the search icon.
State	Enter the State of the check mailing address or select a State by clicking the search icon.
Postal Code - Other	Enter the postal code.
County	Enter the county of the check mailing address.
Country	Defaults to **USA** (United States). To change the country, click the search icon and select a country from the list.

1. Click **OK** to save the address information. The Hire Employee USF page - Personal Data tab is displayed.

   OR

   Click **Cancel**. The Hire Employee USF page - Personal Data tab is displayed.

2. Click the ***Phone Nbrs*** link at the bottom of the page. The Personal Phone Numbers page is displayed. The Personal Phone Numbers page is used to record multiple types of phone numbers for the employee. This information is not sent to NFC.

Figure 9: Personal Phone Numbers Page

3. Complete the fields as follows:

Phone Numbers	Description/Instruction
***Phone Type**	Required field. Defaults to **`Home`**. To change the phone type, select data from the drop-down list.
Eff Date	Populated from the Hire Employee page - Data Control tab. This date is based on effective date of the PAR.
Telephone	Enter the telephone number (including area code) that corresponds to the information selected in the Phone Type field.
Phone Extension	Enter a phone extension if applicable.
Preferred	Check the box next to the telephone number the employee chooses as the preferred number to call.

At this point, the following options are available:

Step	Description
Click **+**	Adds an additional phone number.
Click **-**	Deletes a phone number.

Click **Cancel**	Displays the Hire Employee USF page - Personal Data tab.

4. Click **OK** to save the phone information. The Hire Employee USF page - Personal Data tab is displayed.

5. Click the ***Veterans Info*** link at the bottom of the page. The Veterans Info page is displayed. The Veterans Info page is used to record applicable veteran's information for an employee.

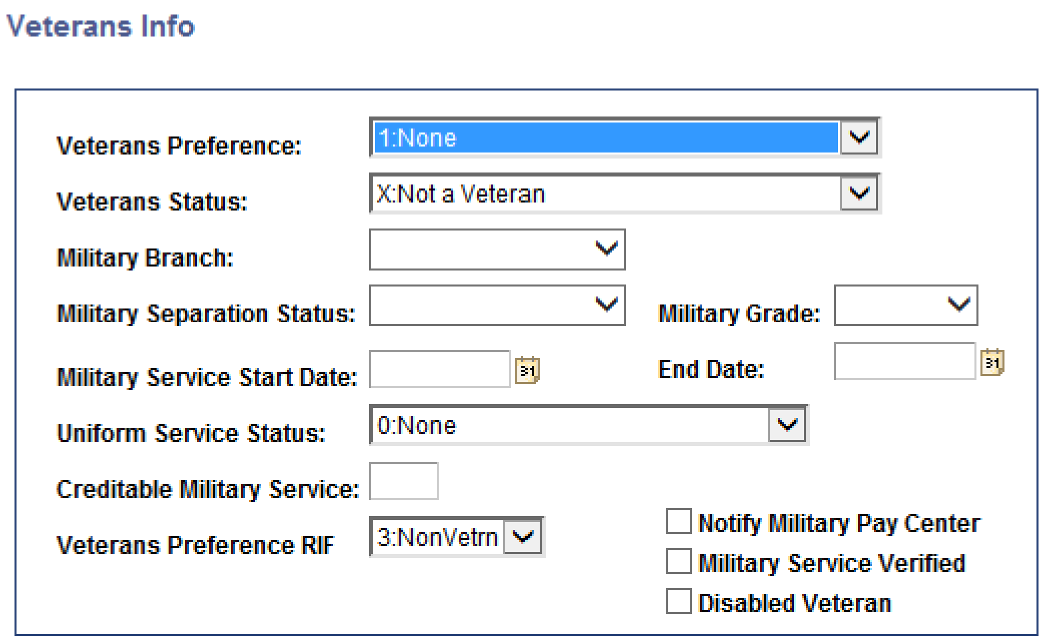


Figure 10: Veterans Info Page

6. Complete the fields as follows:

Field	Description/Instruction
Veterans Preference	Defaults to **None**. This code indicates the preference used to determine retention rights for reduction-in-force (RIF) actions, procedural rights in appeal cases, and in other areas, where veteran's preference is pertinent. To change the default, select data from the drop-down list. The valid values are **None** - The employee is not entitled to veterans preference. **5 Point** - The employee is entitled to a 5-point preference. **10 Point Disability** - The veteran is entitled to 10-point preference due to a service connected disability (includes recipient of the Purple Heart who is not rated as having a compensable disability of 10 percent or more). **10 Point Com < 30%** - The veteran is entitled to a 10-point preference due to a compensable service connected disability of less

Field	Description/Instruction
	than 30 percent. **10 Point/Other** - Persons entitled to 10-point preference in this category: (1) Both the spouse and mother of the veteran occupationally disabled because of a service-connected disability, and (2) the widow/widower and mother of a deceased wartime veteran. **10 Point/Comp + 30%** - Veteran is entitled to 10-point preference due to a compensable service-connected disability of 30 percent or more. **Dishonorable Discharge** - The veteran is not entitled to preference.
Veterans Status	Defaults to **Not a Veteran**. To change the default, select data from the drop-down list. The valid values are: **Not a Veteran** **Pre-Vietnam-Era Veteran** - A veteran whose service ended before the Vietnam era (i.e., before August 5, 1964). **Post-Vietnam-Era Veteran** - A veteran whose service began after the Vietnam era (i.e., after May 7, 1975). **Vietnam-Era-Veteran** - A veteran who served anytime during the Vietnam era (i.e., from August 5, 1964, through May 7, 1975). **Not A Vietnam-Era Veteran** - Employee may or may not be a veteran, but is not a Veteran of the Vietnam era (i.e., employee did not serve during the period August 5, 1964, through May 7, 1975).
Military Branch	Select the branch of service from the drop-down list.
Military Separation Status	Select the separation status from the drop-down list.
Military Grade	Select the military rank data from the drop-down list.
Military Service Start Date	Enter the date the military service started or select a date from the calendar icon.
End Date	Enter the date the military service ended or select a date from the calendar icon.
Uniform Service Status	Defaults to **None**. To change the default, select data from the drop-down list.
Creditable Military Service	Enter the four digits that represent the total number of creditable years and months of military service. The first two numbers represent the number of years, and the second two numbers represent the number of months.
Veterans Preference RIF	Defaults to **Non-Veteran**. This field indicates eligibility for veteran's preference for the purpose of a RIF. To change the default, select the data from the drop-down list.

Field	Description/Instruction
Notify Military Pay Center	Not used by NFC.
Military Service Verified	Check this box once the military service has been verified.
Disabled Veteran	Check this box if the person is a disabled veteran.

7. Click **OK** to save the information. The Hire Employee USF page - Personal Data tab is displayed.

   OR

   Click **Cancel** to cancel the information on the page. The Hire Employee USF page - Personal Data tab is displayed.

8. Click the ***Marital Info*** link. The Marital Status page is displayed. This information is not sent to NFC.

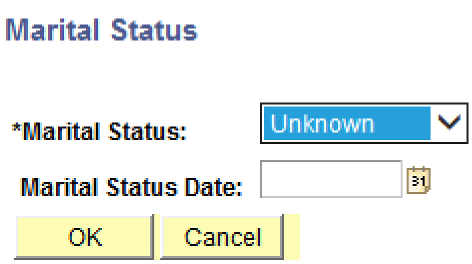


Figure 11: Marital Status Page

9. Complete the fields as follows:

Field	Instruction
***Marital Status**	Required field. Defaults to **Unknown**. Select the marital status from the drop-down list.
Marital Status Date	Enter the marital status date or select a date from the calendar icon.

10. Click **OK** to save the information. The Hire Employee USF page - Personal Data tab is displayed.

    OR

    Click **Cancel** to cancel the information on the page. The Hire Employee USF page - Personal Data tab is displayed.

11. Click the ***Education Details*** link. The Education Details page is displayed. The Education Details page identifies the employee's highest level of education based on years of formal schooling and/or academic degrees.

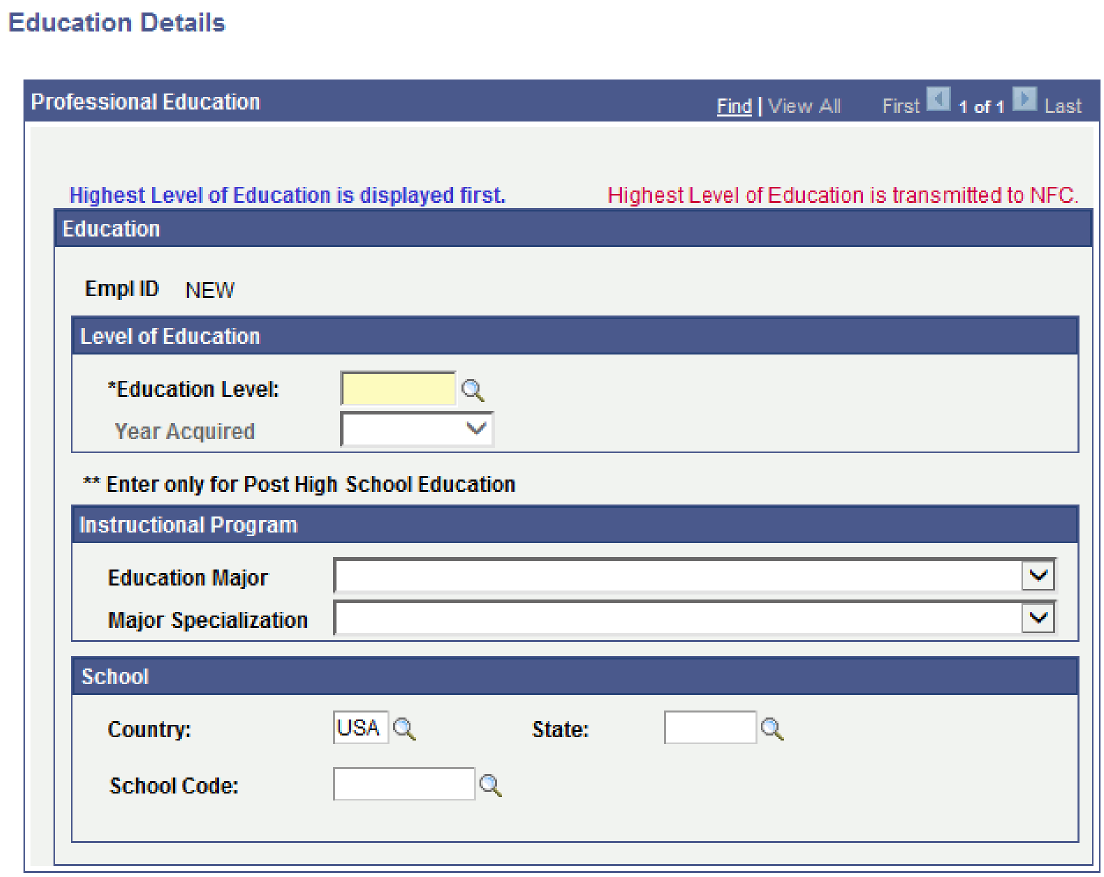


Figure 12: Education Details Page

12. Complete the fields as follows:

Professional Education **Highest Level of Education is displayed first.** **Education**	**Description**
Empl ID	Defaults to **NEW** for a new hire. When the action is saved, the employee ID is displayed.
Level of Education	**Instruction**
***Education Level**	Required field. Identifies the employee's highest level of education based on the number of years of formal schooling and/or academic degrees or certificates. Select data by clicking the search icon.
Year Acquired	Used to identify the calendar year when the employee received the degree or certificate. Select a year from the drop-down list.

**Enter only for Post High School Education Instructional Program	Instruction
Education Major	Select the major field of study from the drop-down list. The Education Major field identifies the employee's major field of study beyond high school.
Major Specialization	Select the major specialization that corresponds to the post high school education selected in the Education Major field.
School	**Instruction**
Country	Defaults to **USA** and is the country in which the employee went to college. To change the default, select data by clicking the search icon.
State	State in which the employee went to college. Select the State that corresponds to the school by clicking the search icon.
School Code	Select the school code (college attended) by clicking the search icon.

13. Click **OK** to save the information. The Hire Employee USF page - Personal Data tab is displayed.

    OR

    Click **Cancel** to cancel the information in the page. The Hire Employee USF page - Personal Data tab is displayed.

14. Select the ***Job*** tab. The Hire Employee USF page - Job tab is displayed. The information on the Job tab identifies the employee's assigned position, job code, and Department. Many values on this tab populate as a result of the default values previously set up on the Position Data and the Job Code pages.

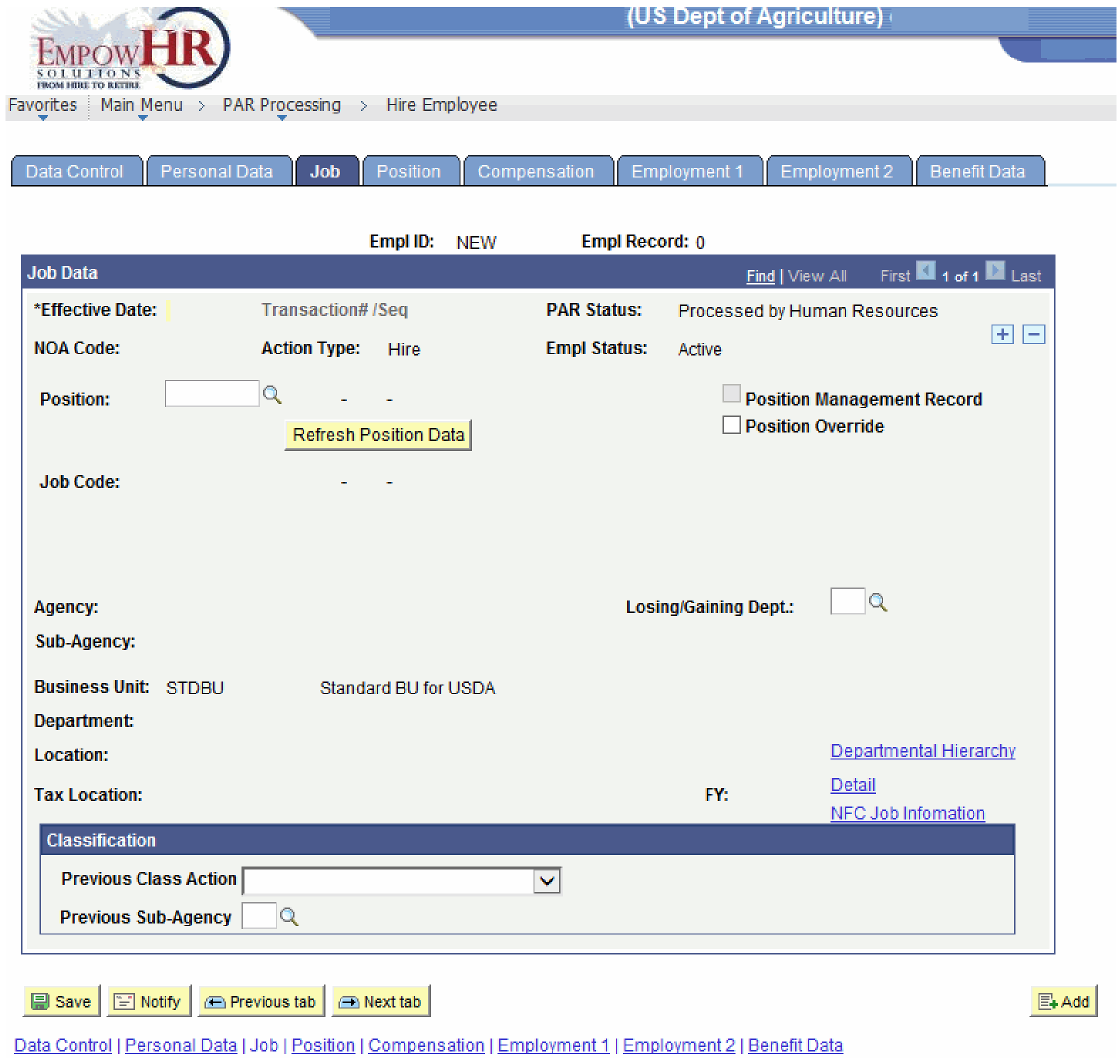


Figure 13: Hire Employee Page - Job Tab

15. Complete the fields as follows:

Field	Description/Instruction
Empl ID	Defaults to **NEW** for a new hire. When the action is saved, the employee ID is displayed.
Empl Record	Populated with **0** and is based on the new hire. This field is number of records for the employee. This field is populated when the PAR is saved.
Job Data	**Description/Instruction**

Field	Description/Instruction
***Effective Date**	Required field. Displayed on each page in the hire process and is populated from the Data Control tab.
Transaction#/Seq	Populated based on the sequence of the action in the employee history.
PAR Status	Populated from the Data Control page.
NOA Code	Populated with the NOAC entered on the Data Control page.
Action Type	Populated with **HIR** from the action type entered on the Data Control page.
Empl Status	Populated with **Active** from the status of employee.
Position	Enter the vacant position number to be occupied by the employee or select data by clicking the search icon. The position must be established in EmpowHR Position Management prior to processing an action. Tab out of the position number to populate the other pertinent data on the Job page.
Position Management Record	Reserved for future use.
Position Override	Not used by NFC.
Job Code	Populated with the master record related to the position. This field is also populated with the grade, series, and description of the master record.
Agency	Populated with the Department (i.e., Agriculture, Library of Congress (LOC), etc.). The abbreviation and alpha description are displayed in this field.
Losing/Gaining Dept	Enter the Federal Department or place of employment for an employee moving into or out of a Federal Department. This field should be completed for an accession or separation. Enter the losing Department code on the accession action and the gaining Department on the separation action. For a list of Department codes, refer to the Table Management System (TMGT), Table 014, Department Codes.
Sub-Agency	Populated with the Agency code. Both the abbreviation and alpha description are displayed.
Business Unit	Populated from the position with the business unit. Both the abbreviation and alpha description are displayed.
Department	Populated from the position with the Department code (i.e., Office of the Director, Office of the State Executive, etc.). Both the location code and alpha description are displayed.
Location	Populated from the position with the location code. Both the location code and alpha description are displayed.

Field	Description/Instruction
Tax Location	Populated from the position with the Tax location code. Both the location code and alpha description are displayed.
FY	Populated with the fiscal year (FY) for the tax location.
Classification	**Instruction**
Previous Class Action	Used when the employee is leaving a position. Select data from the drop-down list. The valid values are **`Inactivate Position`**, **`Leave Position Vacant/Active`**, and **`Abolish Position`**.
Previous Sub-Agency	Used when the employee moves from one sub-Agency to another within the same company/Department. Enter the applicable information or select data by clicking the search icon.

16. Click ***Department Hierarchy*** link for an optional view-only page. The Departmental Hierarchy page is displayed.

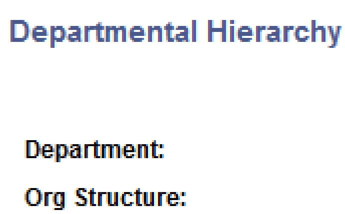


Figure 14: Departmental Hierarchy Page

17. Click **OK** to return to the Hire Employee USF page - Job tab.

OR

Click **Cancel** to return to the Hire Employee USF page - Job tab.

18. Click the ***NFC Job Information*** link. The NFC Job Information page is displayed.

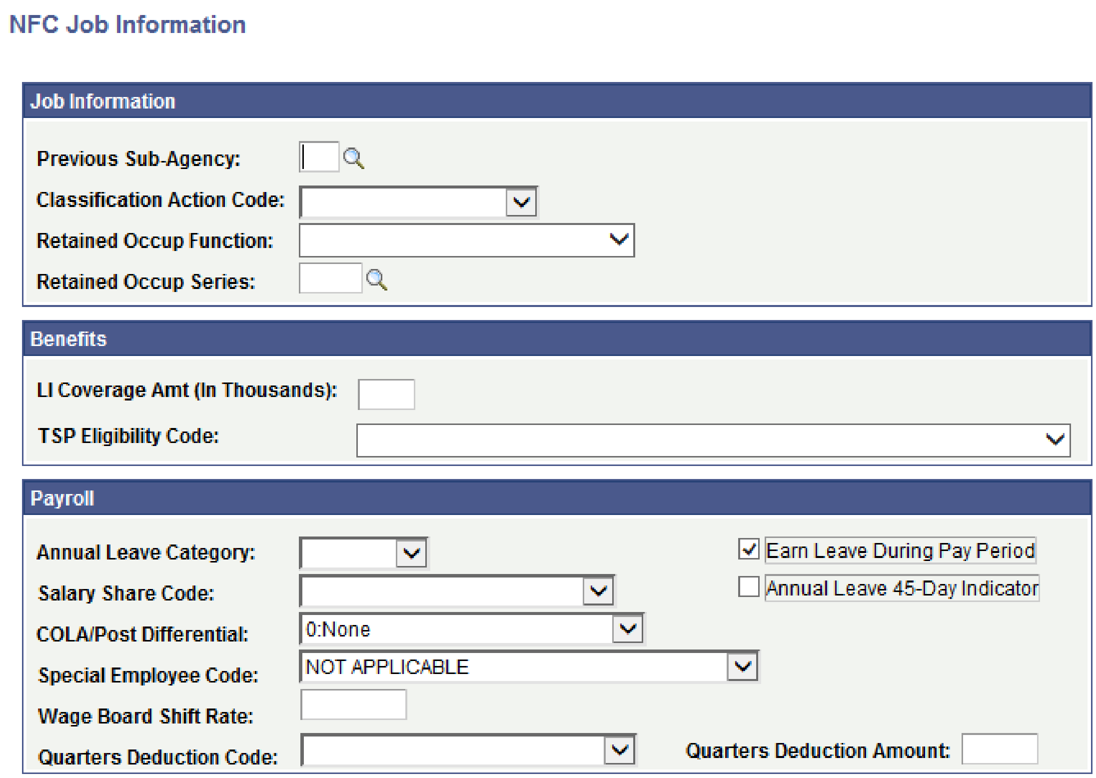


Figure 15: NFC Job Information Page

19. Complete the fields as follows:

Job Information	Instruction
Previous Sub-Agency	Enter the employee's previous Agency (if applicable) or search for and select an Agency by clicking the search icon.
Classification Action Code	Click the down arrow to select the applicable action code. Valid values are **`Abolish Position`**, **`Inactivate Position`**, and **`Leave Position Vacant/Acti`**. This field is used when an employee is reassigned (1) from one Agency to another or (2) to another personnel office within the same Agency; the losing office should advise the gaining office of the action to be taken with the employee’s former position (i.e., abolish, inactivate, etc.). If a cancelation of a previous position change is processed, a vacant and active individual position number must exist in Position Management System Operations (PMSO). It may be necessary to establish a temporary individual position if the employee’s former position is no longer vacant or was abolished.
Retained Occup Function	Click the down arrow to select the applicable occupational function of the employee.

Retained Occup Series	Enter the applicable occupational series or search for and select an occupational series by clicking the search icon.
Benefits	**Instruction**
LI Coverage Amt (In Thousands)	Enter the amount of the life insurance coverage (in thousands).
TSP Eligibility Code	Click the down arrow to select the applicable Thrift Savings Plan (TSP) eligibility code.
Payroll	**Instruction**
Annual Leave Category	Click the down arrow to select the applicable annual leave category.
Earn Leave During Pay Period	Check this box if the employee is allowed to earn leave during his/her first pay period. Defaults to the box checked.
Salary Share Code	Click the down arrow to select the applicable salary share code. This code is used when another source shares with the Agency in paying the employee's salary.
Annual Leave 45-Day Indicator	Check this box if the employee is eligible for the 45-day indicator. This is used for employees who are stationed at an overseas foreign post of duty that are entitled to carry over leave from one leave year to another for a maximum of 45 days annual leave accumulation. Applicable when an employee is in a foreign duty station. Must be **Y** for foreign duty stations. Adjust the annual leave ceiling at the end of the leave year, if applicable, when the employee returns from a foreign post.
COLA/Post Differential	Defaults to **None**. Click the down arrow to indicate if the employee is eligible for cost-of-living allowance (COLA)/Post Differential pay.
Special Employee Code	Defaults to **Not Applicable**. Click the down arrow to select the special employee code, if applicable.
Wage Board Shift Rate	Enter the applicable wage board-shift rate if the employee is eligible.
Quarters Deduction Code	Click the down arrow to select the applicable quarters deduction code. Valid values are **None**, **Per Day Ded Not Tax Exm**, **Per Day Ded Tax Exm**, **Per Pay Period Ded Not Tax Exm**, **Per Pay Period Ded Tax Exm**, and **Transmit Zeros to NFC**.
Quarters Deduction Amount	Enter the applicable amount if the employee is eligible for quarters deductions.

20. Select the ***Position*** tab. The Hire Employee USF page - Position tab is displayed.

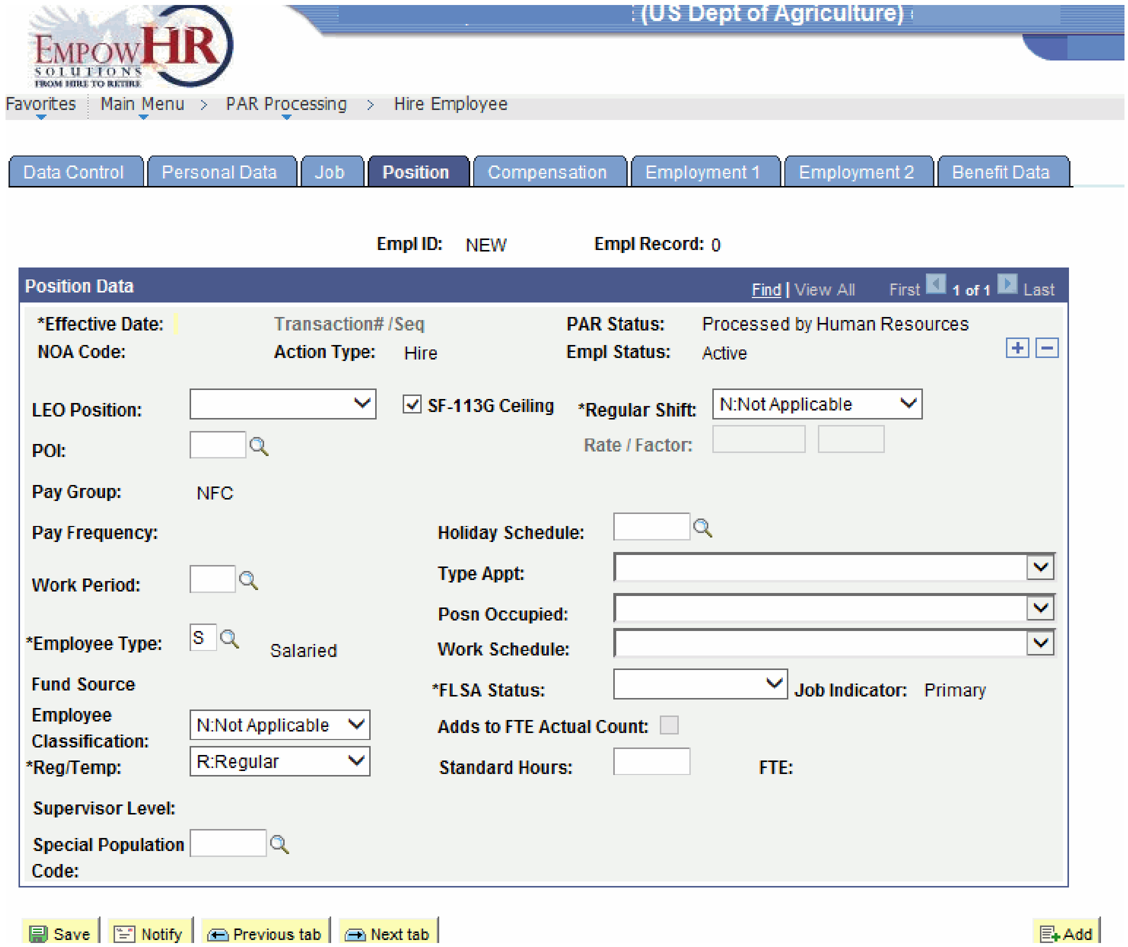


Figure 16: Hire Employee Page - PositionTab

21. Complete the fields as follows:

Field	Description/Instruction
Empl ID	Defaults to **NEW** for a new hire. When the action is saved, the employee ID is displayed.
Empl Record	Populated from the Data Control tab with **0** and is based on the new hire. This field indicates the number of records for the employee.
Position Data	**Description/Instruction**
***Effective Date**	Required field. Displayed on each page in the hire process. This field is populated from the Data Control tab.

Field	Description/Instruction
Transaction#/Seq	Populated from the Data Control tab with the number of records and the sequence of the record.
PAR Status	Populated from the Data Control tab from the Data Control page.
NOA Code	Populated with the NOAC entered on the Data Control page.
Action Type	Populated from the Data Control tab with **`Hire`** from the action type entered on the Data Control page.
Empl Status	Populated from the Data Control tab with **`Active`**.
LEO Position	Indicates the position is classified as law enforcement under the Federal Employees Pay Comparability Act of 1990 (FEPCA). This field is populated from the Position tab.
SF-113G Ceiling	Not used by NFC.
***Regular Shift**	Required field. Defaults to **`Not Applicable`**. This field is not used by NFC.
POI	Displays the Personnel Office Identifier (POI) generated from the position. This is the POI of the personnel office to which the employee is assigned. The narrative city and State is also generated for the POI.
Rate/Factor	Not used by NFC.
Pay Group	Not used by NFC.
Pay Frequency	Populated with the frequency of when the employee will be paid based on the pay plan of the employee. This field is not used by NFC.
Holiday Schedule	Not used by NFC.

Field	Description/Instruction
Work Period	Not used by NFC.
Type Appt	Identifies the type of appointment that the employee has accepted. Select a type of appointment for the employee from the drop-down list.
Posn Occupied	Select the type of position the employee is occupying from the drop-down list.
***Employee Type**	Required field. Populated based on the other information entered about the new employee. This field is not used by NFC.
Work Schedule	Select the work schedule from the drop-down list. If the position is part time, enter the weekly number of hours in the Standard Hours field. This field is populated from the Position tab.
Fund Source	Not used by NFC.
***FLSA Status**	Required field. Populated from the Position tab.
Job Indicator	Not used by NFC.
Employee Classification	Not used by NFC.
Adds to FTE Actual Count	Not used by NFC.
***Reg/Temp**	Required field. Identifies whether the employee is a regular or temporary employee. This field is populated from the position number selected.
Standard Hours	Populated from the Position tab.
FTE	Not used by NFC.
Supervisor Level	Populated from the Job Code.

Field	Description/Instruction
Special Population Code	Enter the position code (six positions maximum) or select a code by clicking the search icon. The code describes a position that an employee holds which has a special retirement calculation rule.

22. Select the ***Compensation*** tab. The Hire Employee USF page - Compensation tab is displayed. The Compensation tab contains information related to pay. Select and complete the links related to pay compensation as appropriate.

Figure 17: Hire Employee Page - Compensation Tab

23. Complete the fields as follows:

Field	Description/Instruction

Field	Description/Instruction
Empl ID	Defaults to **NEW** for a new hire. When the action is saved, the employee ID is displayed. This field is populated from the Data Control tab.
Empl Record	Populated with **0** and is based on the new hire. This field indicates the number of records for the employee. This field is populated from the Data Control tab.
Compensation Data	**Description/Instruction**
***Effective Date**	Required field. Populated from the Data Control tab. The effective date should reflect the action date of the personnel action. This field is displayed on each page in the hire process.
Transaction#/Seq	Populated from the Data Control tab. This field is populated with the number of records and the sequence of the record.
PAR Status	Populated from the Data Control page.
NOA Code	Populated with the NOAC entered on the Data Control page.
Action Type	Populated with **HIRE** from the action type entered on the Data Control page.
Empl Status	Populated with **Active**.
Pay Rate Determinant	Populated and is used to identify when the employee is receiving a rate of pay other than the regular rate for the position and the legals and/or regulatory basis. To change the populated value, select data from the drop-down list. The valid values are: **Continued IGA Pay M**. Interim geographic adjustment (IGA). Employee continues to receive an adjusted annual rate of pay based on a nationwide or worldwide special salary rate. The employee should be paid the dollar amount of the General Schedule (GS) Increase at the time of an Employment Cost Index adjustment. (5 CFR 531.106 or 5 CFR 531.307.) **Continued SES Basic Pay S**. A career SES employee appointed to a position outside of the SES for which the rate of basic pay is equal to or greater than the rate payable for Level V of the Executive Schedule and the employee elected to continue to receive basic pay as if remaining in the SES in accordance with 5 U.S.C. 3392(c) and 5 CFR 359.705 following removal from the SES. **Critical Position Pay C**. Critical Position Pay. The employee is receiving pay greater than would otherwise be payable for the employee's position because the position has been designated critical by OPM in consultation with the Office of Management and Budget (OMB) under 5 U.S.C. 5377, or the position has been designated critical by the head of an Agency under other similar, legal authority.

Field	Description/Instruction
	`NSPS Retained Pay Y`. National Security Personnel System (NSPS) Retained Pay. Former NSPS employees who may retain a rate of pay that exceeds the normal retained rate limitations (the rate for EX-IV plus 5 percent cap rate or 150 percent of applicable GS step 10 rate). **`Preserved IGA Pay P`**. Preserved IGA Pay. The employee is a Department of Veterans Affairs (VA) physician or dentist authorized under 38 U.S.C. 7401(1) and 7405(a)(1)(A) at VA facilities in the San Francisco–Oakland–San Jose, California, Consolidated Metropolitan Statistical Area (CMSA) whose eight percent IGA was preserved when the San Francisco CMSA was removed as an IGA area in January 1995. **`Regular Rate – O`**. Regular Rate. Pay used for all employees, regardless of pay system, who receive a scheduled rate and for whom none of the other codes apply. **`Rtnd Grade & Pay Diff V`**. Retained Grade and Pay - Different Position. The employee (1) has a retained grade, (2) is receiving pay retention, and (3) is currently occupying a different position than that held immediately before the action that otherwise would have resulted in a reduction in basic pay (i.e., use this code only when Code J would be appropriate if grade retention were not also applicable). (5 U.S.C. 5362, 5 U.S.C. 5363, and 5 CFR Part 536). **`Rtnd Grade & Same U`**. Retained Grade and Pay - Same Position. The employee (1) has a retained grade; (2) is receiving retained pay; and (3) continues to occupy the same position held immediate before the action that otherwise would have resulted in a reduction in basic pay (i.e., use this code only when Code J would be appropriate if grade retention were not also applicable). (5 U.S.C. 5362, 5 U.S.C. 5363, and 5 CFR Part 536) **`Rtnd Grade & Diff Posn A`**. Different Position. The employee retains grade for a 2-year period, but is occupying a different position than that held before the grade reduction. (If the employee is also entitled to a special rate in the retained grade, use Code E). (5 U.S.C. 5362 and 5 CFR 536.201-203) **`Rtnd Grade & Pay Scale Posn B`**. Same Position. Employee retains grade for a 2-year period and continues to occupy the same position held before the grade reduction. (If employee is also entitled to a special rate in the retained grade, use Code F). (5 U.S.C. and 5 CFR 536.201-203) **`Rtnd Grade & Spec Rt–Diff E`**. Different Position. The employee retains grade for a 2-year period, is entitled to a special rate in the retained grade, but is occupying a different position than that held before the grade reduction.
Pay Basis	Defaults to **`Per Annum`**. To change the default, select the pay basis from the drop-down menu.
Salary Pay Plan	Populated from the Job Code.

Field	Description/Instruction
***Salary Plan Table**	Required field. Populated from the Job Code.
Salary Grade	Populated from the Job Code.
Step	Enter the applicable step or select a step by clicking the search icon.
Step Entry Date	Enter the applicable entry date for the step or select a date by clicking the calendar icon.
Retain Pay Plan	Enter the pay plan if the employee is eligible for retained pay or select a pay plan by clicking the search icon.
Retain Plan Table	Enter the plan table if the employee is eligible for retained pay or select a table by clicking the search icon.
Retain Grade	Enter the grade if the employee is eligible for retained pay or select a grade by clicking the search icon.
Step	Enter the applicable step or select a step by clicking the search icon.
Grade Entry Date	Enter the applicable entry date for the grade or select a date by clicking the calendar icon.
Variable FT Reg Tour of Duty	Used to compute health benefit premiums for part-time employees. Enter the number of hours (XXXXXX.XX) in the hypothetical full-time regular biweekly tour of duty that would apply to an employee on a part-time schedule if he or she was full-time (usually 80 hours).
Grade and Pay Retention	**Description**
Retention Rights End Date	Not used for a hire.
Retained Occ Series Code	Not used for a hire.
Retained Occ Functional Code	Not used for a hire.
Retained Pay Table	Not used for a hire.
Retained Grade	Not used for a hire.
Quoted Pay	**Description**
Base Pay	Populated based on the grade and step or is entered for pay banding.

Field	**Description/Instruction**
Compensation Frequency	Populated based on pay plan.
Locality	Populated based on pay plan, grade, and duty station.
Annuity Offset Amount	Not used by NFC.
Adjusted Base Pay	Populated based on pay plan, grade, and duty station.
Benefit Base Override	Not used by NFC.
FEGLI Base	Not used by NFC.
Total Pay	Populated based on all of the above.

24. Select the ***Employment 1*** tab. The Hire Employee USF page - Employment 1 tab is displayed. The Employment tab identifies employment-related dates such as service computation date (SCD) and within-rate increase (WRI) date. Review and enter the correct dates based on the employee's employment history.

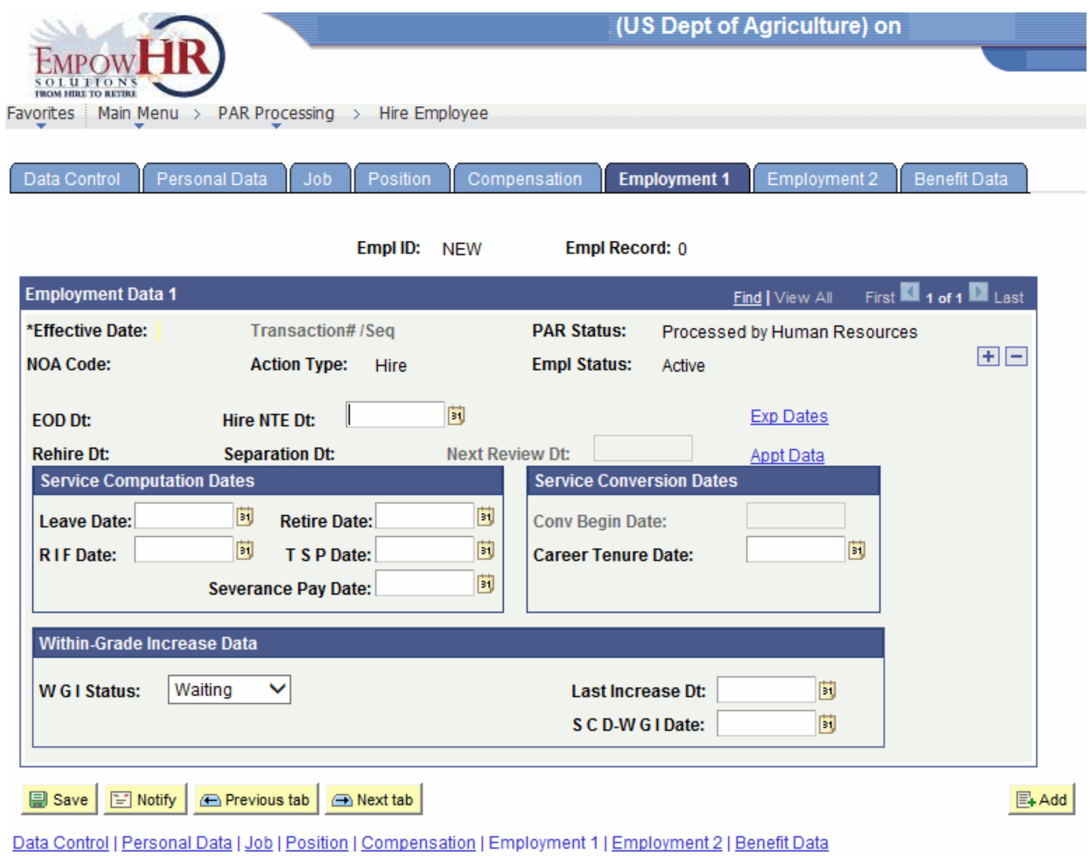


Figure 18: Hire Employee Page - Employment 1 Tab

25. Complete the fields as follows:

Field	Description/Instruction
Empl ID	Defaults to **NEW** for a new hire. When the action is saved, the employee ID is displayed. This field is populated from the Data Control table.
Empl Record	Populated from the Data Control tab.
Employment Data 1	**Description**
***Effective Date**	Required field. Populated from the Data Control tab.
Transaction #/Seq	Populated from the Data Control tab.
PAR Status	Populated from the Data Control tab with the employee's applicable PAR status (i.e., **Processed by Human Resources**).
NOA Code	Populated with the applicable NOAC from the Data Control tab.
Action Type	Populated from the Data Control tab.
Empl Status	Populated from the Data Control tab.
EOD Dt	Populated from the Data Control tab.
Hire NTE Dt	Populated from the Data Control tab.
Rehire Dt	Populated from the Data Control tab.
Separation Dt	Not used on a hire action.
Next Review Dt	Not used by NFC.
Service Computation Date	**Description**
Leave Date	Identifies the computation date for annual leave earnings. Enter the applicable date or select a date from the calendar icon. This date is used to generate various external reports, such as: The projected number of annual leave hours an employee has in excess of the maximum carryover to either use, lose, or have restored by the end of the leave year. Notification of when the employee's leave category changes.
Retire Date	Identifies the computation date for retirement. Enter the applicable date or select a date from the calendar icon. Leave this field blank if the retirement system is not Civil Service Retirement System (CSRS) or Federal Employees Retirement System (FERS) (Coverage Codes 2, 4, 5, J, X). This date cannot be later than the Effective Date of the action.

Field	Description/Instruction
RIF Date	Identifies the employee's SCD for RIF purposes. Enter the applicable date or select a date from the calendar icon. This date cannot be later than the Effective Date of the action.
TSP Date	Identifies the beginning date of the TSP vesting period for the one-percent Government contributions to TSP. Enter the applicable date or select a date from the calendar icon. This field must be completed for CSRS and FERS employees. Do not complete this field if the employee is a CSRS Offset (Congressional) FICA retirement plan employee. This date cannot be later than the Effective Date of the action. This date cannot be earlier than January 1, 1984.
Severance Pay Date	Not used for a hire action date.
Service Conversion Dates	**Description**
Conv Begin Date	Populated with the date that the conversion began.
Career Tenure Date	Identifies the date service starts counting towards career or permanent tenure. Enter the applicable date or select a date from the calendar icon. When this date is initially entered, the Payroll/Personnel System (PPS) begins maintaining two records; creditable service and nonpay status as shown on the time and attendance (T&A) report and as recorded on personnel actions. If a date is not entered on the Hire action, PPS will not establish any record of creditable service and/or nonpay status. This date cannot be more than 3 years prior or later than the Effective Date of the Hire action. Enter the Effective Date of the Hire action if previous service is unknown. Do not complete this field for career appointment/conversion actions. Do not complete this field if the service is not creditable (e.g., Schedule B student and VRA appointments). PPS automatically removes this date when a minimum of 3 year of creditable service has been completed and an NOAC 880 is applied. For Taper and indefinite appointments in the competitive service, enter the beginning date of creditable service toward career status. When adjusting this date, include previous service that is creditable towards the career tenure waiting period. Do not include prior periods of nonpay status. This field must be blank for Tenure 0 and 2. This field must be blank for Type Appointment 08 with Tenure 3. This field must be completed for Tenure 2 with Type Appointment 02.
Within-Grade Increase Data	**Instruction**
WGI Status	Select the Within-Grade Increase Status from the drop-down list.

Field	Description/Instruction
Last Increase Dt	Enter the date of the last WRI or select a date from the calendar icon.
SCD-WGI Date	Identifies the beginning date from which service is to be counted towards the employee's next WRI increase. Enter the applicable date.

26. Click the ***Appt Data*** link on the Hire Employee USF page - Employment 1 tab. The Appointment Info page is displayed. This page is used to record appointment limits as well as special employment programs. The Appointment Data link has an Appointment Limits section. The Nature of Action Code, Current Appointment Auth #1, and the Current Appointment Auth #2 are populated from other previously completed pages.

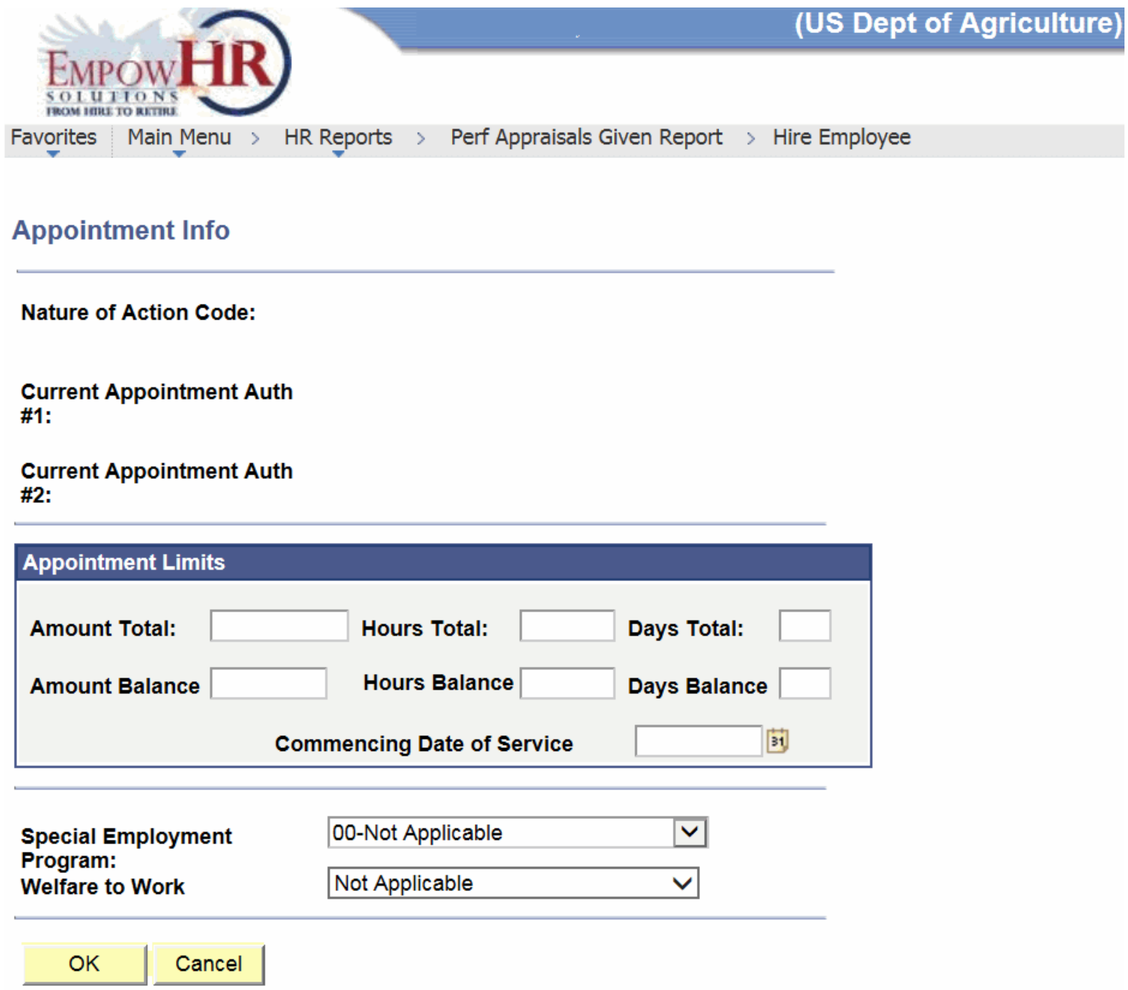


Figure 19: Appointment Info Page

27. Complete the fields as follows:

Field	Description/Instruction

Field	Description/Instruction
Nature of Action Code	Populated from the Data Control tab.
Current Appointment Auth #1	Populated from the Data Control tab.
Current Appointment Auth #2	Populated from the Data Control tab.
Appointment Limits	**Instruction**
Amount Total	Enter the total dollar amount (XXXXXX.XX), if entering in dollars. This field is used if you not entering total hours or days.
Hours Total	Enter the applicable total hours. This field is used if you are not entering the total amount or days.
Days Total	Enter the applicable total number of days. This field is used if you are not entering amount or hours.
Amount Balance	Enter the applicable dollar amount balance remaining (XXXXXX.XX), if applicable. This field is used if you are not entering the total hours or days to indicate the appointment limit balance.
Hours Balance	Enter the applicable hours balance remaining, if applicable. This field is used if you are not entering the total amount or days to indicate the appointment limit balance.
Days Balance	Enter the applicable days balance remaining, if applicable. This field is used if you are not entering the total amount or hours to indicate the appointment limit balance.

- Enter only one limitation type.
- Balance must be equal to or less than full limitation.
- Total limitations are as follows:

Limitation Type	Value
Day	130, 180
Hour	700, 1039, 1040, 1280, 1300, 2000
Monetary	Changes based on Federal pay increase

- When the full limitation is entered, the balance must be entered and vice versa.
- Senior Community Service Program full limitation must be 1300 hours.
- The following applies to the type of appointment codes:

Code	Description

03 Competitive-indefinite or taper

04 Competitive-temporary or special need

07 Excepted-conditional

08 Excepted-indefinite

09 Excepted-temporary

Commencing Date of Service	Enter the applicable date or select a date from the calendar icon.
Field	**Description/Instruction**
Special Employment Program	Used to indicate the employee is in a Special Employment Program Code. Select the special employment program from the drop-down list. Note: To designate an employee as eligible for Non-Appropriated Fund Instrumentality (NAFI), select **NR–NAFI Retirement Coverage**.
Welfare to Work	Not used by NFC.

1. Click **OK** and the data is saved. The Hire Employee USF page - Employment 1 tab is displayed.

   OR

   Click **Cancel** to cancel the entered data. The Hire Employee USF page - Employment 1 tab is displayed.

2. Select the ***Employment 2*** tab. The Hire Employee USF page - Employment 2 tab is displayed. This tab is divided into sections (Employment 2, Reports To as of PAR Effective Date, Reports To as of Today, New Position, Supervisory/Managerial Position, and COOP(Cooperative-Type Employment)). This page is used to enter information on bargaining unit, union code, reports to, retained grade, and tenure data for employees. There are fields on this page that are populated from data entered on previous pages.

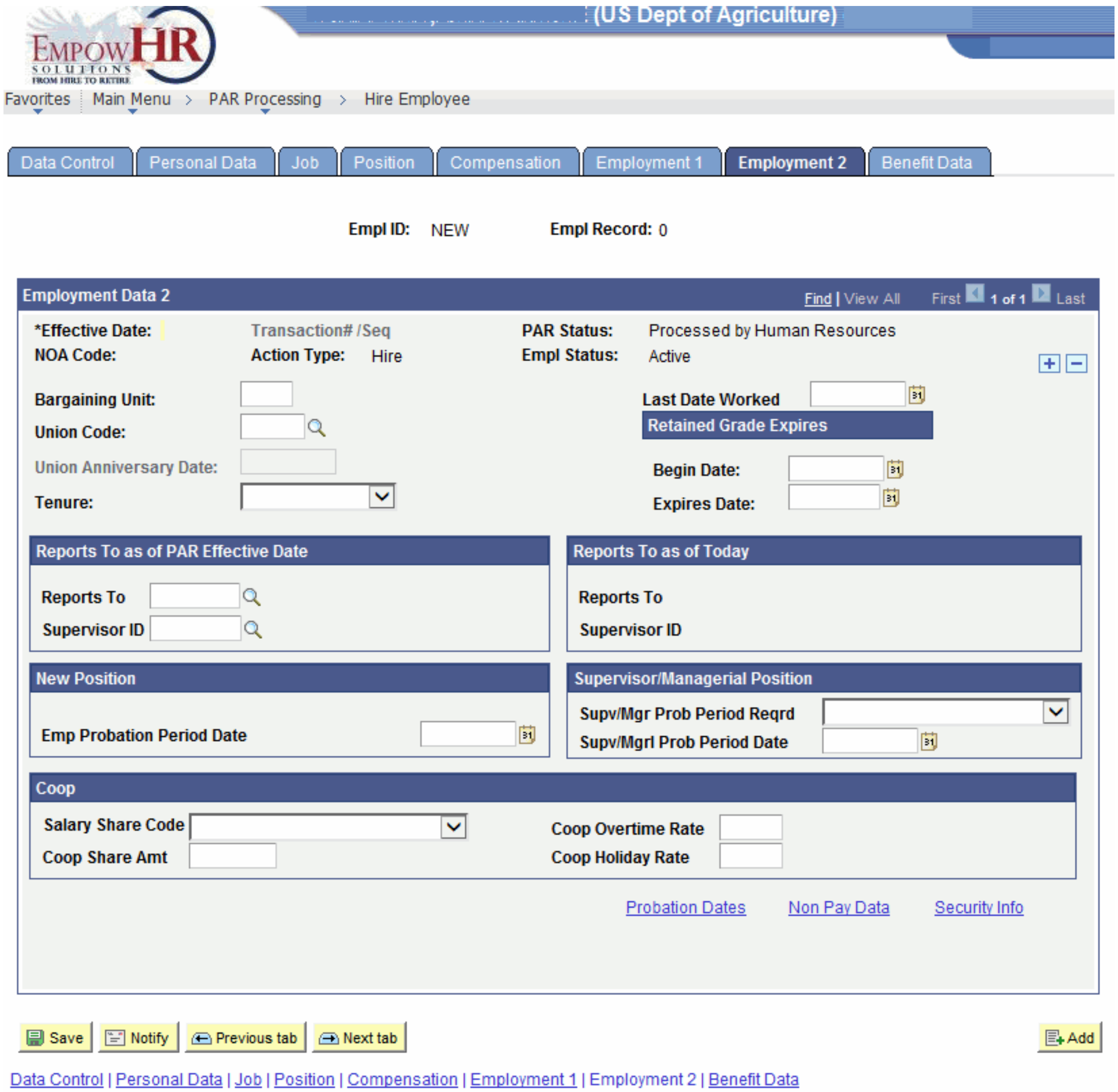


Figure 20: Hire Employee Page - Employment 2 Tab

3. Complete the fields as follows:

Field	Description/Instruction
Empl ID	Populated when the PAR is saved. This a unique ID assigned by EmpowHR.
Empl Record	Populated from the Data Control tab.

Field	Description/Instruction
Employment Data 2	**Description/Instruction**
***Effective Date**	Required field. Populated from the Data Control tab.
Transaction #/Seq	Populated from the Data Control tab.
PAR Status	Populated from the Data Control tab.
NOA Code	Populated from the Data Control tab.
Action Type	Populated from the Data Control tab.
Empl Status	Populated from the Data Control tab.
Bargaining Unit	Populated from the Position tab.
Last Date Worked	Not used on a hire.
Union Code	Not used by NFC.
Union Anniversary Date	Not used by NFC.
Tenure	Identifies the employee's retention group (for RIF purposes). Enter the applicable information or select data from the drop-down list. The valid values are as follows: `No Tenure Group`. Employee is in none of the tenure groups established for RIF purposes. `Group I`. Competitive Service - Tenure Group I includes employees serving under career appointments who either have completed initial appointment probation or are not required to serve initial appointment probation. Excepted service - Tenure Group I includes permanent employees whose appointments carry no restriction or condition such as conditional, indefinite, specific time limitation, or trial period. `Group II`. Competitive service - Tenure Group II includes employees serving under career-conditional appointments and under career appointments who are serving initial appointment probation. Excepted service - Tenure Group II includes employees who are serving trial periods or whose tenure is equivalent to career-conditional tenure in the competitive service in Agencies and have that type of appointment (for example, excepted appointment–conditional). `Group III`. Competitive Service - Tenure Group III includes definite employees, employees under temporary appointments pending establishment of registers, employees under term appointments, and employees in status non-temporary appointments. Excepted service - Tenure Group III includes employees whose tenure is indefinite; that is, without specific time limitation but not actual or potentially permanent, or with a specific time limitation of more than 1 year; also, employees who, though currently under appointments limited to 1 year or less, complete 1 year of current continuous employment.
Retained Grade Expires	**Description**

Field	**Description/Instruction**
Begin Date	Not used on a hire.
Expires Date	Not used on a hire.
Reports To as of PAR Effective Date	**Description/Instruction**
Reports To	Populated from the Position tab.
Supervisor ID	Enter the applicable information in the field or search data by clicking the search icon.
Reports To as of Today	**Description**
Reports To	Generated by system.
Supervisor ID	Populated from the Position tab.
New Position	**Instruction**
Emp Probation Period Date	Enter the applicable date or select a date from the calendar icon. Type the beginning date of the 1-year probationary (or trial) period. The date is automatically removed after 1 year of creditable service. When this date is initially furnished, PPS begins maintaining two records, creditable service and nonpay status, as shown on the T&A and on personnel actions. Creditable service is recorded on the employee's intermittent database record (Information/Research Inquiry System (IRIS) Program IR129, Intermittent), and nonpay status is recorded on the employee's nonpay leave record (IRIS Program IR140, Non Pay Leave). If an action corrects or changes the date previously furnished, the creditable service is disregarded, and beginning with the processing pay period of which the action was processed, a new record of creditable service is started. However, the nonpay status record maintained since the date was originally furnished remains unchanged. PPS credits full calendar time for periods of full-time and part-time service and 7 days calendar time for every 5 days of intermittent service. Creditable service is reduced for each workday in nonpay status (other than for military furlough or compensable injury) which exceeds 22 workdays (i.e., up to 22 days of nonpay is considered creditable service since it is forgiven). Report AECO36T2, Notification of Expiration of Probationary or Trial Period, is produced each pay period and distributed to Agency personnel offices to identify those employees approaching expiration of probationary or trial periods. This report is produced 4 months prior to the expiration date. Complete this field when the Tenure is `2` and Type Appointment is `01`. Complete when Type Appointment is `01`, `02`, `03`, and `06` through `09`. Complete when Type Appointment is `01` or `06` and the Tenure is `2`.

Field	Description/Instruction
	Leave this field blank if the Tenure is 0 or 1. Leave this field blank if the Tenure is 3 and Type Appointment is 08. Do not process an action to remove the date. Enter the Effective Date of the Hire action if previous service is unknown. This date cannot be later than the Effective Date of the action. PPS generates the Effective Date of the action as the probationary period start date if a date is not entered for NOACs 100, 101, 140, 141, or 170. If this date is prior to the Effective Date of the Hire action, adjust the date to include any previous service creditable toward the probationary or trial waiting period. Do not adjust this date to include prior periods of nonpay status.
Supervisor/Managerial Position	**Instruction**
Supv/Mgr Prob Period Reqrd	Click the down arrow to select the applicable value to designate whether the supervisor/manager is subject to a probationary period.
Supv/Mgr Prob Period Date	Enter the applicable date or select a date from the calendar icon when the employee must serve a supervisory probationary period. This date cannot be earlier than the Effective Date of the action. The Supervisor Code must be a 2 (required) when a date is entered in this field.
COOP	**Instruction**
Salary Share Code	Select the applicable salary share code from the drop-down list. This is the source which shares the employee’s salary with the Agency. The salary share amount must be less than the scheduled salary amount.
Coop Overtime Rate	Enter the applicable overtime rate (XXX.XX). This is the hourly overtime rate for a cooperative-type employee when the overtime rate is not based on the basic pay because the cooperator pays part of the overtime. Do not complete this field if the Agency has agreed to pay all of the overtime pay. Do not complete this field for reemployed annuitants.
Coop Share Amt	Enter the applicable amount (XXXXXX.XX). This is the amount paid by a cooperator.

Field	Description/Instruction
Coop Holiday Rate	Enter the applicable rate (XXX.XX). This is the hourly holiday rate for a cooperative-type employee when the holiday rate is not based on basic pay because the cooperator pays part of the holiday rate. Do not complete this field if the Agency has agreed to pay all of the holiday pay. Do not complete this field for reemployed annuitants.

4. Click the **Probation Dates** link on the Employment Data 2 portion of the tab. The Probation Dates page is displayed.

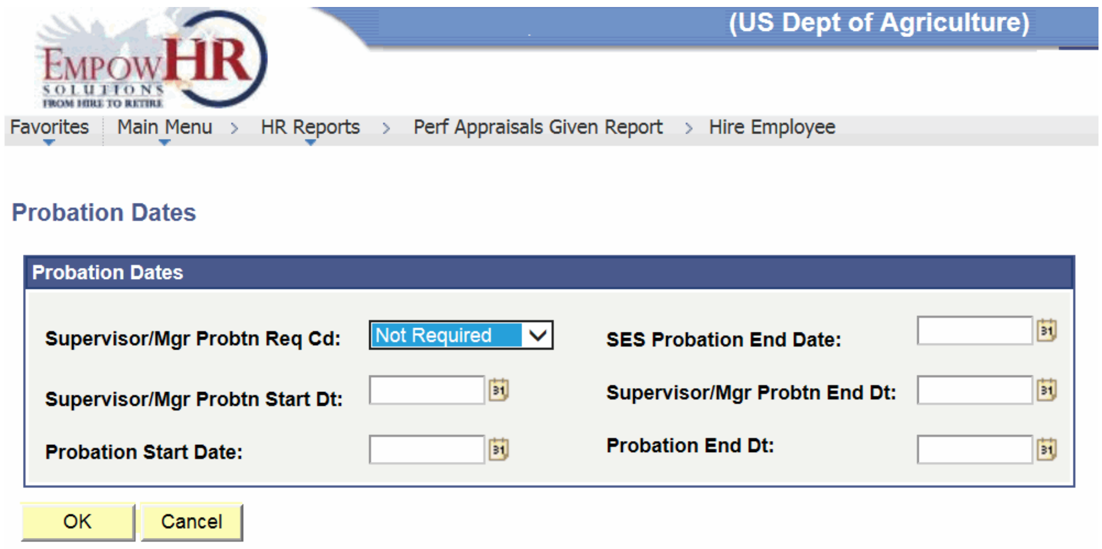


Figure 21: Probation Dates Page

5. Complete the fields as follows:

Probation Dates	Description
Supervisor/Mgr Probtn Req Cd	Populated from data entered on the Employment 1 tab.

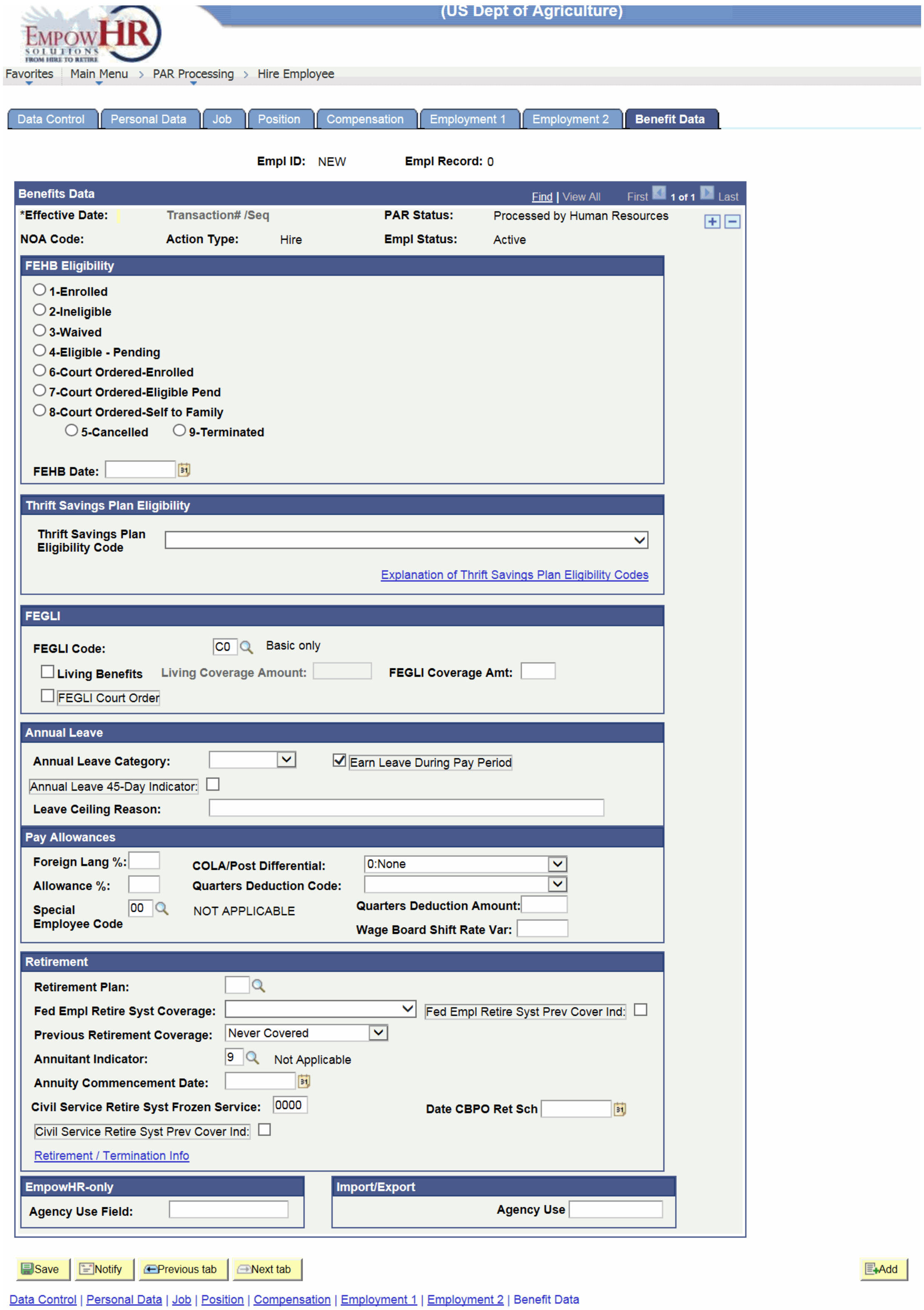
Probation Dates	Description
SES Probation End Date	Populated from data entered on the Employment 1 tab.
Supervisor/Mgr Probtn Start Dt	Populated from data entered on the Employment 1 tab.
Supervisor/Mgr Probtn End Dt	Populated from data entered on the Employment 1 tab.
Probation Start Date	Populated from data entered on the Employment 1 tab.
Probation End Dt	Populated from data entered on the Employment 1 tab.

6. Click **OK** and the data is saved. The Hire Employee USF page - Employment 2 tab is displayed.

OR

Click **Cancel** to cancel the entered data. The Hire Employee USF page - Employment 2 tab is displayed.

7. Select the ***Benefit Data*** tab. The Hire Employee USF page - Benefit Data tab is displayed.



EmpowHR SOLUTIONS FROM HIRE TO RETIRE (US Dept of Agriculture)

Favorites | Main Menu > PAR Processing > Hire Employee

Data Control | Personal Data | Job | Position | Compensation | Employment 1 | Employment 2 | Benefit Data

Empl ID: NEW Empl Record: 0

Benefits Data Find | View All First 1 of 1 Last

*Effective Date: Transaction# /Seq PAR Status: Processed by Human Resources

NOA Code: Action Type: Hire Empl Status: Active

FEHB Eligibility

- 1-Enrolled
- 2-Ineligible
- 3-Waived
- 4-Eligible - Pending
- 6-Court Ordered-Enrolled
- 7-Court Ordered-Eligible Pend
- 8-Court Ordered-Self to Family
- 5-Cancelled
- 9-Terminated

FEHB Date:

Thrift Savings Plan Eligibility

Thrift Savings Plan Eligibility Code

Explanation of Thrift Savings Plan Eligibility Codes

FEGLI

FEGLI Code: C0 Basic only

Living Benefits Living Coverage Amount: FEGLI Coverage Amt:

FEGLI Court Order

Annual Leave

Annual Leave Category: Earn Leave During Pay Period

Annual Leave 45-Day Indicator:

Leave Ceiling Reason:

Pay Allowances

Foreign Lang %: COLA/Post Differential: 0:None

Allowance %: Quarters Deduction Code:

Special Employee Code 00 NOT APPLICABLE Quarters Deduction Amount:

Wage Board Shift Rate Var:

Retirement

Retirement Plan:

Fed Empl Retire Syst Coverage: Fed Empl Retire Syst Prev Cover Ind:

Previous Retirement Coverage: Never Covered

Annuitant Indicator: 9 Not Applicable

Annuity Commencement Date:

Civil Service Retire Syst Frozen Service: 0000 Date CBPO Ret Sch

Civil Service Retire Syst Prev Cover Ind:

Retirement / Termination Info

EmpowHR-only

Agency Use Field:

Import/Export

Agency Use

Save | Notify | Previous tab | Next tab | Add

Data Control | Personal Data | Job | Position | Compensation | Employment 1 | Employment 2 | Benefit Data

Figure 22: Hire Employee Page - Benefit Data Tab

8. Complete the fields as follows:

Field	Description/Instruction
Empl Id	Populated when the PAR is saved. This a unique ID assigned by EmpowHR.
Empl Record	Populated from the Data Control tab.
Benefits Data	**Description**
***Effective Date**	Required field. Populated from the Data Control tab.
Transaction #/Seq	Populated from the Data Control tab.

Field	Description/Instruction
PAR Status	Populated from the Data Control tab.
NOA Code	Populated from the Data Control tab.
Action Type	Populated from the Data Control tab.
Empl Status	Populated from the Data Control tab.
FEHB Eligibility	Description/Instruction

Field	Description/Instruction
1-Enrolled	Generated by system based on the processing of the Federal Employees Health Benefits (FEHB) form.
2-Ineligible	Used if the employee is not eligible for non-Federal health insurance.
3-Waived	Used when the employee is (1) transferring into the Department or (2) being reemployed without a break in service of more than 3 days and has canceled or waived coverage under prior Federal employment.This code or Code **`5-Canceled`** is used.
4-Eligible-Pending	Used to indicate the employee is eligible for FEHB but has not made an election.
6-Court Ordered-Enrolled	Used when an employee is court-ordered to provide FEHB for family members.

Field	Description/Instruction
7-Court Ordered-Eligible Pend	Used when court-ordered FEHB is pending family coverage.
8-Court Ordered-Self To Family	Used to indicate a court-ordered change from self-only coverage to family coverage.
5-Canceled	Used when the employee is (1) transferring into the Department or (2) being reemployed without a break in service of more than 3 days and has canceled or waived covered under prior Federal employment. This code or Code 3 is used.
9-Terminated	Distinguishes the difference between an employee who has canceled coverage versus an employee whose coverage is terminated due to nonpay or other reason.
FEHB Date	Not used by NFC.

Field	Description/Instruction
Thrift Savings Plan Eligibility	**Instruction**
***Thrift Savings Plan Eligibility Code**	Required field. Identifies when the employee is eligible to participate in the FERS TSP for FERS, CSRS, Offset, or FSRS employees. Select the applicable data from the drop-down list or select the Explanation of TSP Eligibility Codes to determine the applicable code.
FEGLI	**Description/Instruction**
FEGLI Code	Enter the applicable FEGLI code that identifies if the employee is eligible to participate in FEGLI as authorized by the SF 2817, Life Insurance Election, or search for the code by clicking the search icon. If eligible, the code indicates whether the employee waived coverage or is covered by basic life only. **OR** The employee has elected coverage under one of the optional insurance plans as well as basic. Enrollment in FEGLI is automatic unless: The employee is appointed to a position or is under a type of appointment or employment which is excluded from coverage by law or regulation. The employee voluntarily waives coverage by completing an SF 2817. The employee previously waived coverage under a prior Federal appointment, and such waiver is still in effect. A previous waiver of coverage is automatically canceled if the

Field	Description/Instruction
	employee is reinstated following a break in service of at least 180 days. This must be completed and different than the code on the database for a FEGLI Change action. If the employee has not submitted the SF 2817 to the Agency when the Hire action is ready for processing, select **CO** because the employee must be considered as being covered by basic life insurance. The action is then processed when the SF 2817 is received in the personnel office, and the employee has either waived coverage or has indicated that he/she wants the optional insurance coverage as well as the regular coverage. Do not complete this for employees with alternating tours of duty who are in an intermittent status as the time of the hire. These employees are not eligible for FEGLI coverage.
Living Benefits	Not used for a hire.
Living Coverage Amount	Not used for a hire.
FEGLI Coverage Amt	Populated based on salary. The amount recorded in this field does not include additional optional insurance coverage amount. The FEGLI coverage amount is required for employees who have not waived and: Are paid at different rates of pay during the year, and PPS cannot calculate the FEGLI amount. Are paid on a piece basis. Are Federal Wage System (FWS) employees and paid at different rates. Are covered in multiples of $1000 (i.e., $10,000 is entered as 0010). Are recipients of an annual salary (if less than $8,000, then the

Field	**Description/Instruction**
	coverage amount is $10,000).
FEGLI Court Order	Check the box if **`Yes`**.
Annual Leave	**Description/Instruction**
Annual Leave Category	Select the applicable annual leave category from the drop-down list. This field must be completed for full-time or part-time employees who are eligible to earn annual leave. The category in this field must be compatible with the SCD for leave.
Earn Leave During Pay Period	Indicates the employee earns leave. If the employee does not earn leave during the pay period, remove the check. This field must be completed when the effective date of the hire is not the first or second day of the pay period and the employee has an annual leave category (**`4`**, **`6`**, or **`8`**). This field must be blank if the Annual Leave Category is **`0`**.
Annual Leave 45-Day Indicator	Used for employees who are stationed at an overseas foreign post of duty who are entitled to carry over, from one leave year to another, a maximum of 45 days of annual leave accumulation.

Field	Description/Instruction
Leave Ceiling Reason	Enter the reason the employee is allowed to carry over a higher amount of leave.
Pay Allowances	**Instruction**
Foreign Lang %	Enter a maximum of two digits to show the percent of knowledge the employee has of a foreign language.
COLA/Post Differential	Indicates the employee is entitled to receive a cost-of-living allowance (COLA) and/or post differential, in addition to the base (scheduled) salary. Change or select data from the drop-down list. Enter the code that identifies which employee is entitled to receive COLA and/or a post differential, in addition to the scheduled salary or select data from the drop-down list. The valid values are as follows: **COLA-Commissary/PX** **COLA-Commissary w/Post** **COLA-Local Retail** **COLA-Local Retail w/Pst Diff** **Foreign Post Diff** **None**
Allowance %	Enter the applicable percentage.
Quarters Deduction Code	Enter the applicable information or select data from the drop-down list. This field indicates the frequency and taxable status of quarters deductions. The valid values are as follows: **None**

Field	**Description/Instruction**

	`Per Py Prod Ded – Not Tax Exempt`
	`Per Py Prod Ded – Tax Exempt`
	`Per Pay Day Ded – Not Tax Exempt`
	`Per Pay Day deduction – Tax Exempt`
	`Transmit Zeros To NFC`

Special Employee Code	Identifies when the employee is in a special category of pay processing, not accommodated in any other portion of PPS. Enter the applicable code or search by clicking the search icon.
Quarters Deduction Amount	Used to record the amount deducted from employees who are furnished quarters, utilities, etc. Enter the applicable information.
Wage Board Shift Rate Var	Enter in hours and quarter hours with a decimal separating the whole hours from the quarter hours (XXX.XX) for the variable shift rate for FWS employees.
Retirement	**Instruction**
Retirement Plan	Enter the applicable plan code for the employee's retirement plan or search by clicking the search icon. Note: To designate an employee as eligible for NAFI, select **`5-Other`**.
Fed Empl Retire Syst Coverage	Select the applicable information from the drop-down list. This field is used to indicate an employee is automatically covered by FERS, has elected coverage under FERS, or does not elect coverage under FERS.

Field	Description/Instruction
Fed Empl Retire Syst Prev Cov Ind	Indicates the employee has previous FERS service. Check this box if **`Yes`**.
Previous Retirement Coverage	Defaults to **`Never Covered`**. Select data from the drop-down list to change data. This is the code that identifies whether an employee has, at the time of the most recent appointment into Federal service, had previous retirement coverage.
Annuitant Indicator	Defaults to **`9`**. Change or search by clicking the search icon. Valid values are: **`1–Reempl Ann CS`** **`2–Ret Officer`** **`3–Ret Enlisted`** **`4–Ret Off/Reempl Ann CS`** **`5–Ret Enl/Reempl Ann CS`** **`6–CS No Reduction`** **`7–Ret Off/CS No Reduc`** **`8–Ret Enl/Off/CS No Reduc`** **`9–Not Applicable`** **`0–CSRS Annuitant`** **`A–Reempl Ann FE`** **`B–Former ANN FE`** **`C–Ret Off/Reempl Ann FE`** **`D–Ret Off/Former Ann FE`** **`E–Ret Enl/Reempl Ann FE`** **`F–Ret Enl/Former Ann FE`** **`G–No Reduction`** **`H–Ret Off/FE–No Reduc`** **`J–Ret Enl/FE–No Reduc`**

Field	Description/Instruction
	`K-FERS Annuitant`
Annuity Commencement Date	Enter the applicable start date of the annuity or select a date from the calendar icon.
Civil Service Retire Syst Frozen Service	Enter the applicable data. This is the total years and months of civilian and/or military service, creditable for calculation as of the SCD for leave, at the time the employee first becomes covered by FICA and CSRS (retirement coverage codes **C** and **E**). The first two positions must be `00` through `99` (number of years); last two positions must be `01` through `12` (number of months).
Date CBPO Ret Sch	Not used for a hire.
Civil Servic Retire Syst Prev Cover Ind	Indicates the employee has previous CSRS service. Check this box if **Yes**.
EmpowHR-only	**Instruction**
Agency Use	Enter any applicable Agency data.

1. Click **Save**. The information entered on all tabs/pages is now saved.

2. Click **OK** on the popup. The employee ID is created.

Organization Structure Mass Change

The ***Org Structure Mass Change*** option is reserved for future use.

Update Reports To

The ***Update Reports To*** option is used to change the employee's supervisor.

To Modify the Update Reports To Page:

1. Select the ***PAR Processing*** menu group.
2. Select the ***Update Reports To*** component. The Update Reports To page - Find an Existing Value tab is displayed. The information on this page allows the user to locate existing data.

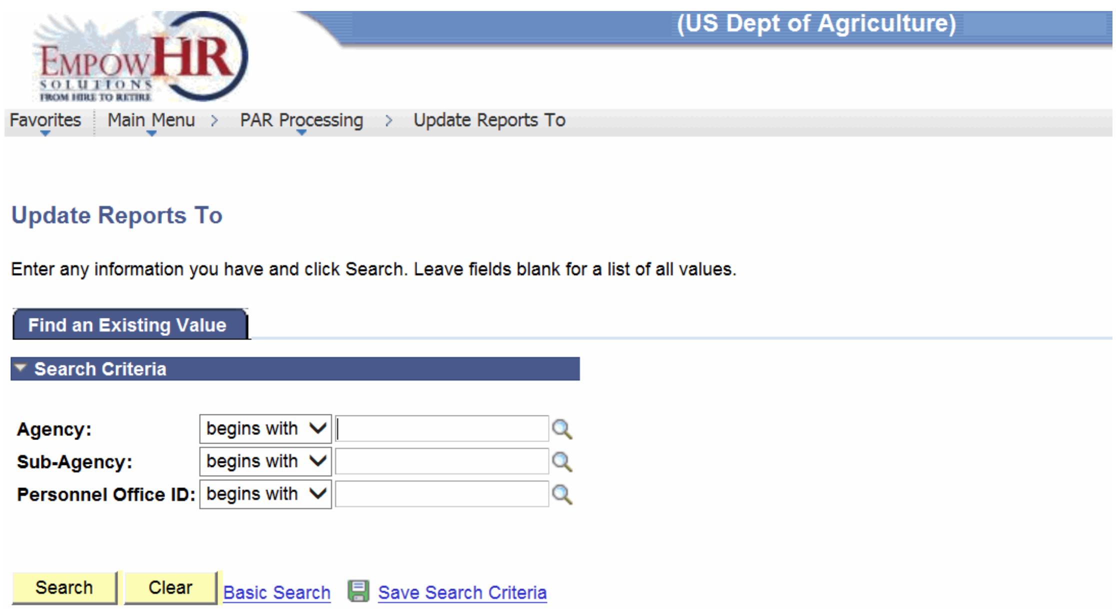


Figure 23: Updates Reports To Page - Find an Existing Value Tab

Note: This information is not sent to NFC.

3. Enter the applicable search criteria.

4. Click **Search**. The EmpowHR Reports_To Update page is displayed.

Figure 24: EmpowHR Reports_To Update Page

5. Complete the fields as follows:

Field	Description/Instruction
Position	Populated with the employee's position number based upon the Agency information entered under the Search criteria.
Reports To	Populated with the supervisor's position number based upon the Agency information entered under the Search criteria.
New Reports To	Enter the new supervisor's position number or select data by clicking the search icon. When using the search icon, you can select the Position Number, Description, or Name.
Effective Date	Enter the effective date the employee reports to the new individual or select a date from the calendar icon.

6. Click **Save** to retain the information.

7. Click **Return To Search**.

OR

Click **Notify** to send a message to the next individual in the workflow.

Mass Reports To Update

This component allows an individual to change the Reports To from one position to another for multiple employees.

To Access the Mass Reports To Update Page:

1. Select the ***PAR Processing*** menu group.
2. Select the ***Mass Reports To Update*** component. The Mass Reports_To Update page - Find an Existing Value tab is displayed. The information on this page allows the user to locate existing data.

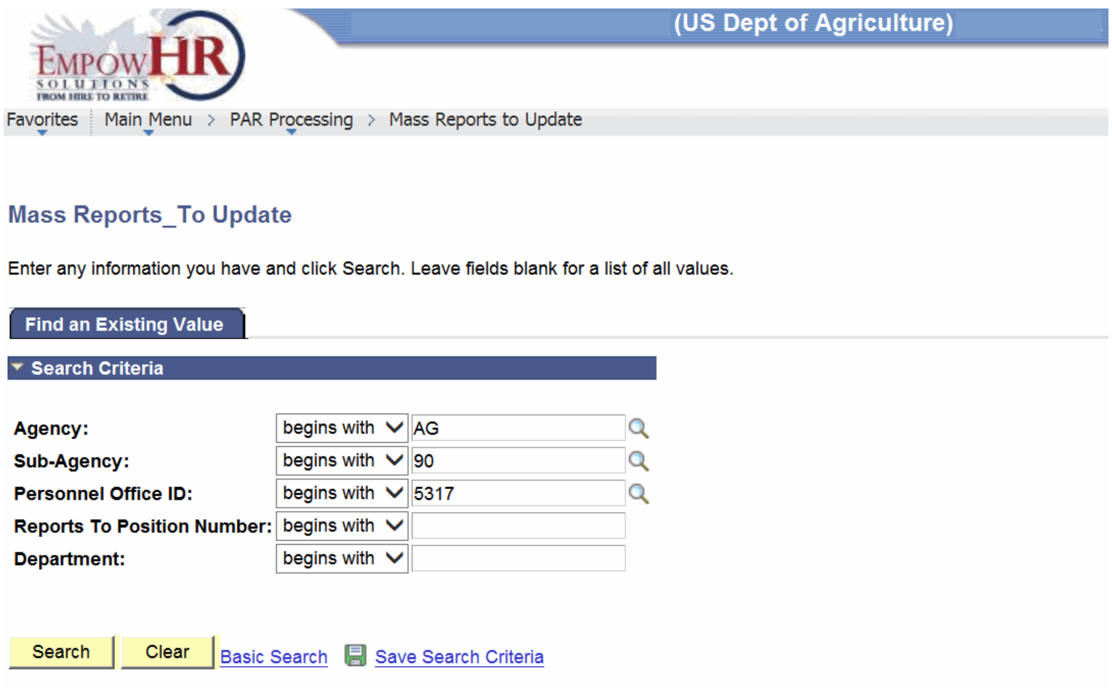


Figure 25: Mass Reports_To Update Page - Find an Existing Value Tab

3. Enter the applicable search criteria.

4. Click **Search**. The EmpowHR Reports_To Update page is displayed.

Figure 26: EmpowHR Reports_To Update Page

5. Complete the fields as follows:

Field	Description/Instruction
Position	Populated from the position number from the search page.
Reports to	Populated with the employee name from the search page.
New Reports_To	Enter the position number of the new supervisor or select data by clicking the search icon.
Effective Date	Enter the effective date the change becomes effective or select a date from the calendar icon.

Note: This information is not sent to NFC.

6. Click **Save**.

   At this point, the following options are available:

Step	Description

Click **Return to Search**	Returns to the Mass Reports_To Update page - Find an Existing Value tab.
Click **Previous in List**	Returns to the previous person in the list.
Click **Next in List**	Advances to the next person in the list.
Click **Notify**	Notifies the next individual in the workflow.

Address Processing

> This topic has been updated to include a message upon entering or modifying an employee's address.

An employee's address information is entered during the Hire process. However, there may be situations that require the employee's address information to change. Address information is sent to NFC.

This address appears on the pages under the most current row.

To Access the Address Data Page:

1. Select the ***PAR Processing*** menu group.

2. Select the ***Address Processing*** component. The Address Info page - Find an Existing Value tab is displayed. The information on this page allows the user to locate existing data to enter or change the applicable information.

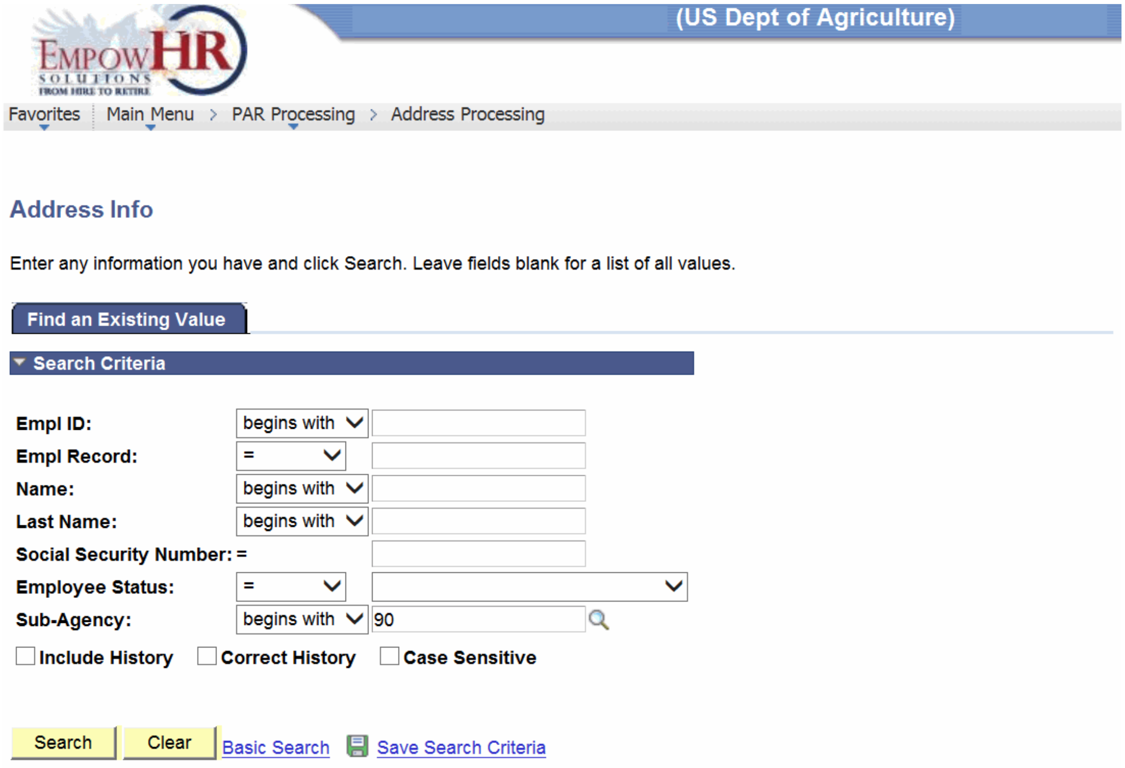


Figure 27: Address Info Page - Find an Existing Value Tab

3. Enter the applicable search criteria.

4. Click **Search**. The Address Data tab is displayed.

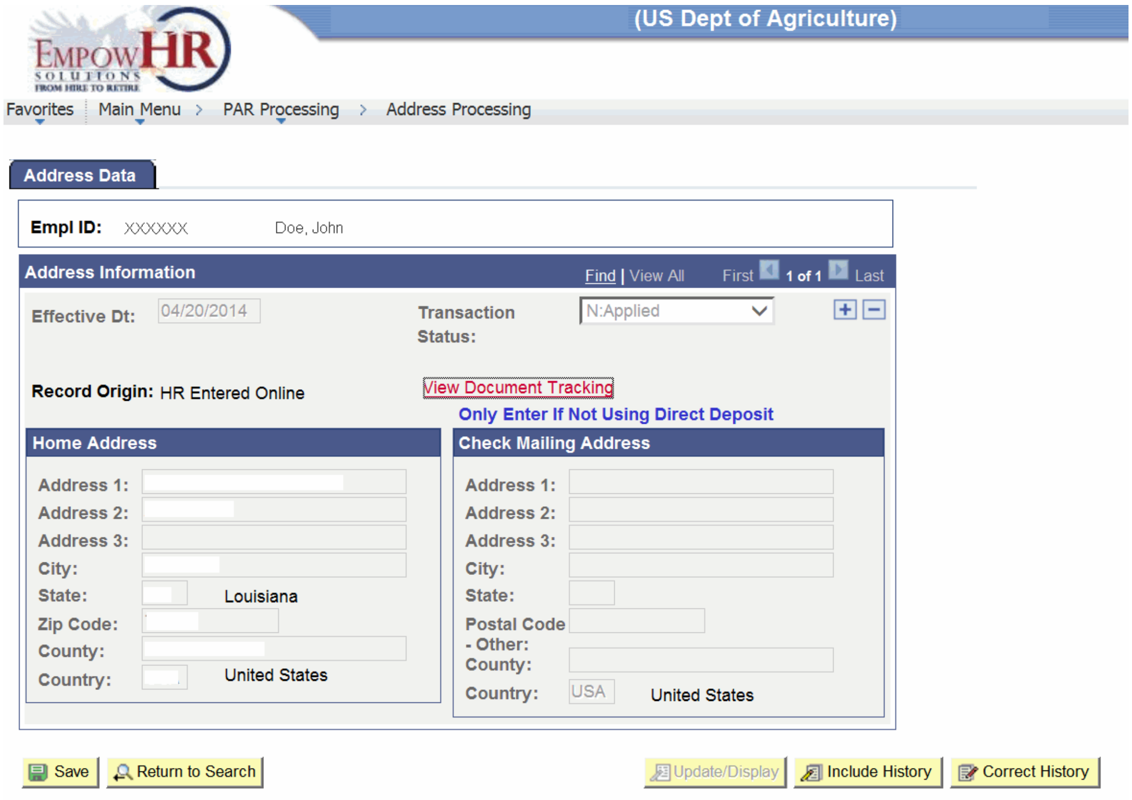


Figure 28: Address Data Tab

5. Click **+** to add a new record. This allows the editing of the address.

6. Complete or edit the fields as follows:

Field	Description/Instruction
Empl ID	Populated from the search criteria entered.
Address Information	**Description**
Effective Dt	Defaults to the current date. This is the date the address is valid. The date must be a current or future pay period. Addresses may not be retroactively updated.
Transaction Status	Displays the transaction status.
Record Origin	Displays the source of the address.
Home Address	**Description/Instruction**
Address 1	Enter the first line of the street address.
Address 2	Enter the second line of the street address, if applicable.

Field	Description/Instruction
Address 3	Enter the third line of the street address, if applicable.
City	Enter the city or select data by clicking the search icon.
State	Enter the two-position alpha State code or select data by clicking the search icon.
Zip Code	Enter the five-digit required ZIP Code. ZIP Codes can be found on TMGT, Table 015. You can also enter the optional ZIP+4 Code in this field.
County	Reserved for future use.
Country	Defaults to **USA**. You can change the country by clicking the search icon and selecting a different country.
Check Mailing Address (Only enter if not using direct deposit)	**Description/Instruction**
Address 1	Enter the applicable information.
Address 2	Enter the applicable information.
Address 3	Enter the applicable information.
City	Enter the city or select data by clicking the search icon.
State	Enter the State.
Postal Code - Other	Enter the five-digit required ZIP Code. ZIP Codes can be found on TMGT, Table 015. You can also enter the optional ZIP+4 Code in this field.
County	Reserved for future use.
Country	Defaults to the country of the city.

7. Click the **-** to delete a record if it was added in error.

8. Click **Save** to save the information. The message *Please notify the employee of their responsibility to contact the FEHB/BENEFEDS carriers of their new address. If employee has BENEFEDS (FEDVIP, FSAFEDS, FLTCIP), contact BENEFEDS directly,* is displayed.

   At this point, the following steps are available:

Step	Description
Click **Return to Search**	Returns the user to the applicable page to search for another record.
Click **Update/Display**	Returns the user to the applicable page to update the data entered.

Click **Include History**	Includes historical data.
Click **Correct History**	Returns the user to the applicable page to correct history data.

Adjudication Information

To Access the Adjudication Page:

1. Select the ***PAR Processing*** menu group.

2. Select the ***Adjudication Information*** component. The Adjudication Information page - Find an Existing Value tab is displayed. The information on this page allows the user to locate existing data.

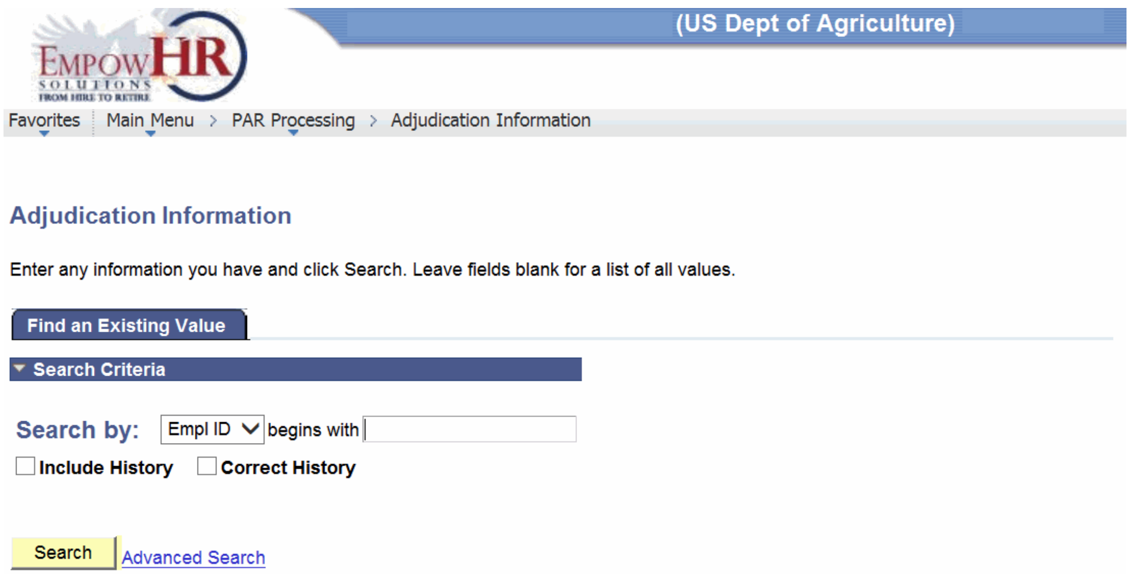


Figure 29: Adjudiction Information Page - Find an Existing Value Tab

3. Enter the applicable search criteria.

4. Click **Search**. The Adjudication Information tab is displayed.

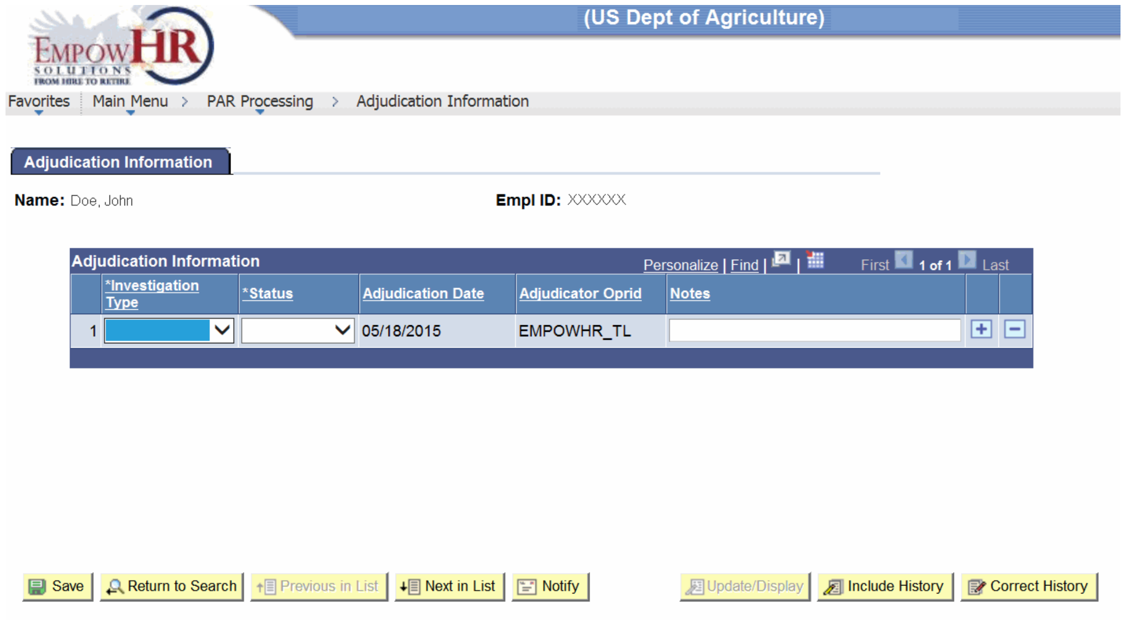


Figure 30: Adjudiction Information Tab

5. Complete the fields as follows:

Field	**Description/Instruction**
Name	Populated from the employee ID entered in the search criteria.
Empl ID	Populated from the search criteria entered in the search criteria.
Adjudication Information	**Description/Instruction**
***Investigation Type**	Required field. Select the applicable type of investigation.
***Status**	Required field. Select the status of the investigation from the drop-down list.
Adjudication Date	Populated with the current date.
Adjudication Oprid	Populated with the adjudicator operator ID.
Notes	Used to document any notes for the adjudication.

6. Click **Save** to retain the information.

   At this point, the following options are available.

Step	**Description**
Click **Return to Search**	Returns the user to the applicable page to search for another record.

Click **Previous in List**	Returns to the previous person in the list.
Click **Next in List**	Advances to the next person in the list.
Click **Notify**	Notifies the next individual in the workflow.
Click **Update/Display**	Returns the user to the applicable page to update the data entered.
Click **Include History**	Includes historical data.
Click **Correct History**	Returns the user to the applicable page to correct history data.

Schools

To Add or Modify Schools:

1. Select the ***PAR Processing*** menu group.

2. Select the ***Schools*** component. The Schools page - Find an Existing Value tab is displayed. The information on this page allows the user to locate existing data.

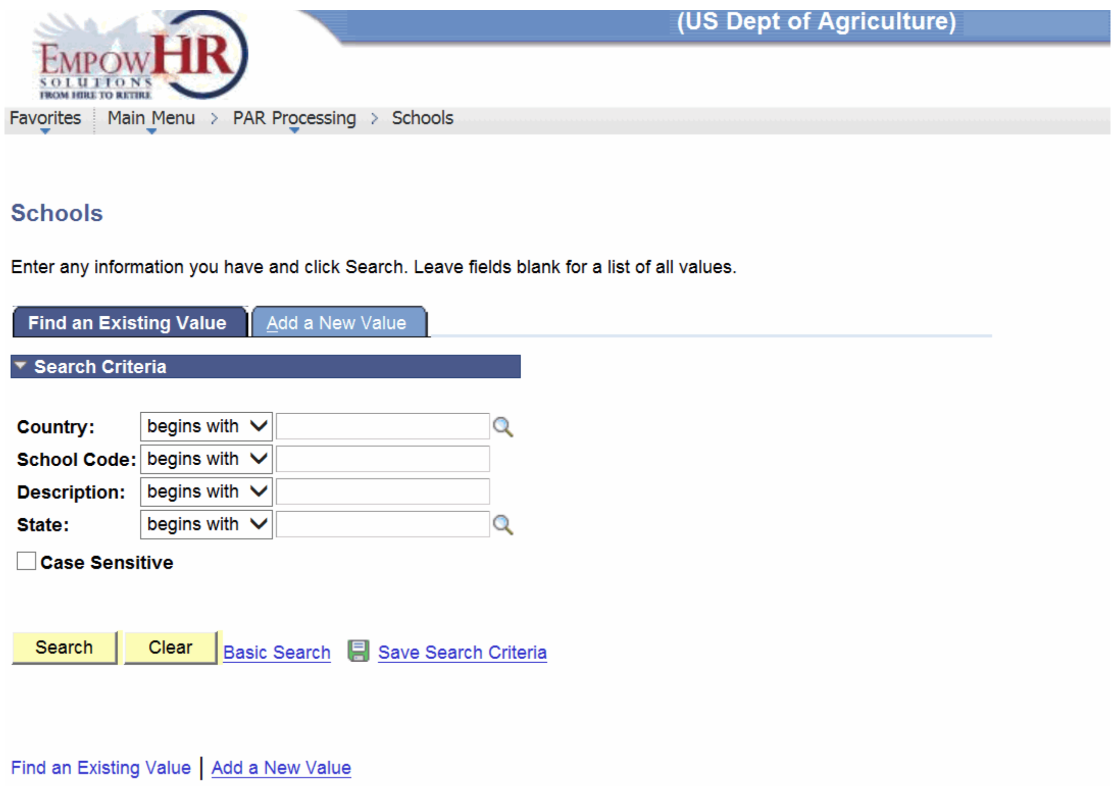


Figure 31: Schools Page - Find an Existing Value Tab

3. Enter the applicable search criteria.

4. Click **Search**. The School Table page is displayed.

   OR

   Select the ***Add a New Value*** tab. The Schools page - Add a New Value tab is displayed. The information on this page allows the user to add new information.

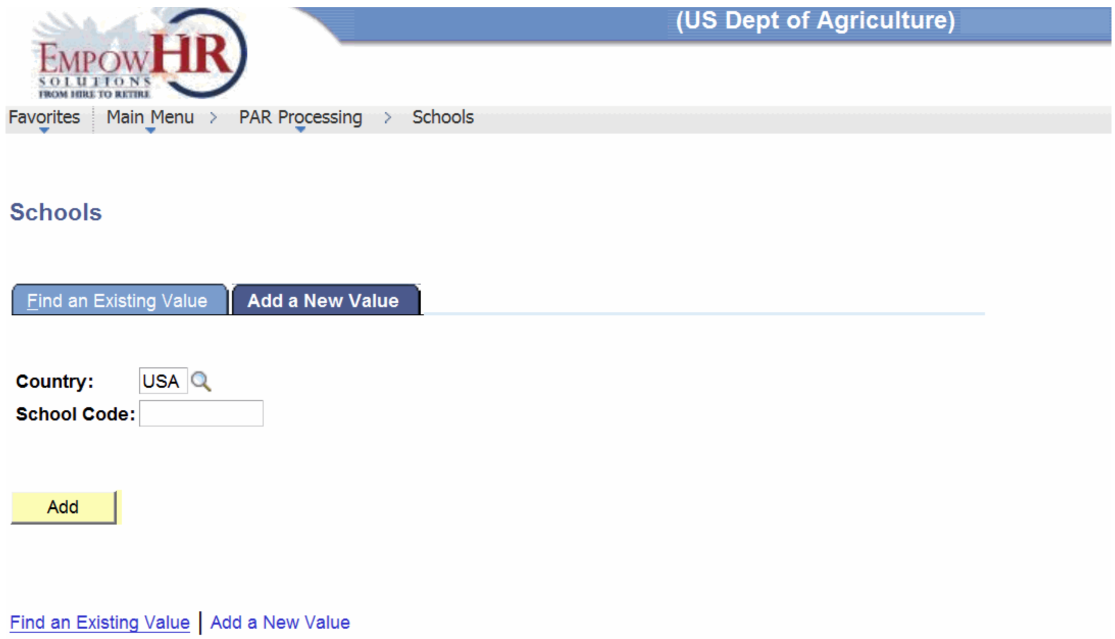


Figure 32: Schools Page - Add a New Value Tab

5. Enter the new criteria.

6. Click **Add**. The School Table page is displayed.

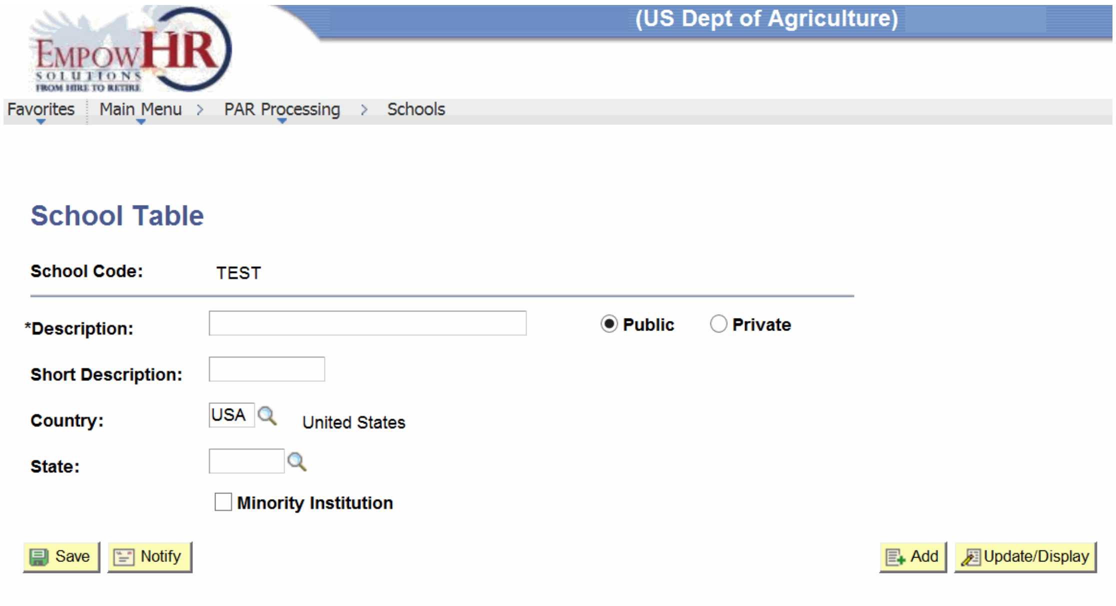


Figure 33: School Table Page

7. Complete the fields as follows:

Field	Description/Instruction
School Code	Populated based upon the School Code added on the Add a New Value tab.
***Description**	Required field. Enter the name of the school.
Public	Defaults to selected. Deselect if the school is not public.
Private	Select this field if the school is private.
Short Description	Enter a short (abbreviated) name of the school.
Country	Populated based on the search criteria. To change the data enter the abbreviation for the school's country or click the icon to search for the applicable country.
State	Enter the State code or click the icon to search for the applicable State.
Minority Institution	Click this field if the school is a minority institution.

8. Click **Save**. If the user attempts to make another selection before clicking **Save**, an error message will appear.

   At this point, the following options are available:

Step	Description
Click **Notify**	Notifies the next individual in the workflow.
Click **Add**	Returns to the Add a New Value tab.
Click **Update/Display**	Returns the user to the applicable page to update the data entered.

LC Initiate PAR

This option is for Library of Congress (LC and LOC) only.

To Initiate a PAR for Library of Congress:

1. Select the ***PAR Processing*** menu group.
2. Select the ***LC Initiate PAR*** component. The LC Initiate PAR page - Find an Existing Value tab is displayed. The information on this page will allow the user to locate existing data.

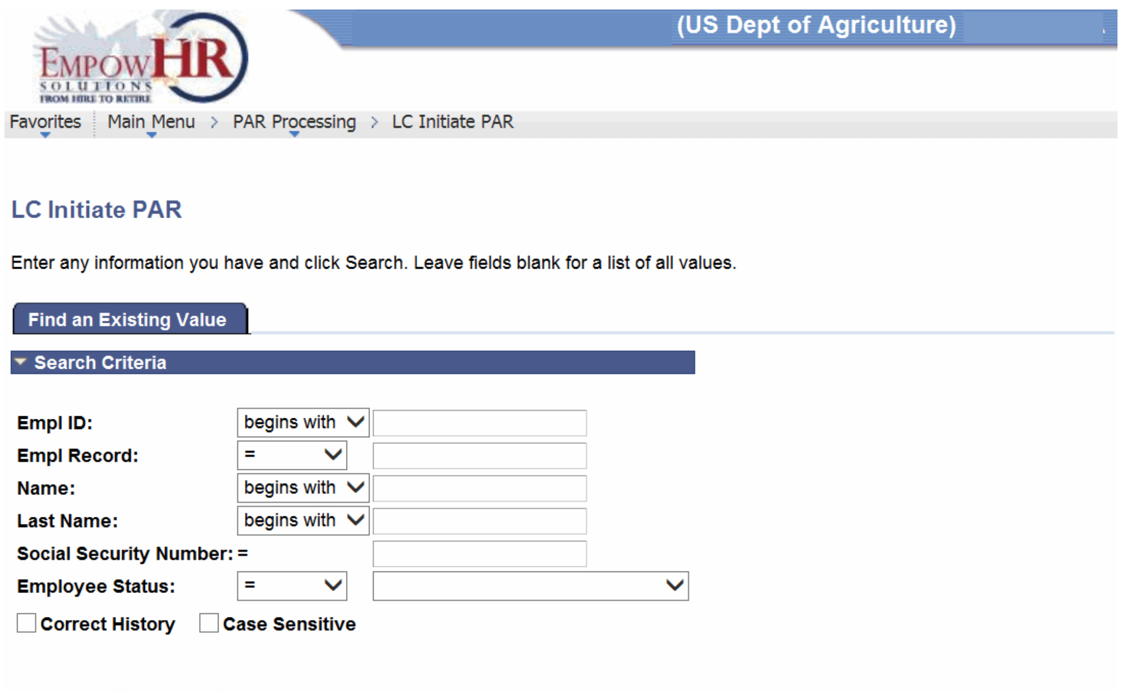


Figure 34: LC Initiate PAR Page - Find an Existing Value Tab

3. Enter the applicable search criteria.
4. Click **Search**. The Hire Employee USF page - Data Control tab is displayed. For more information on PAR Processing, refer to ***HR Processing*** (on page 79) in this procedure.

OR

Click **Clear** to clear the search.

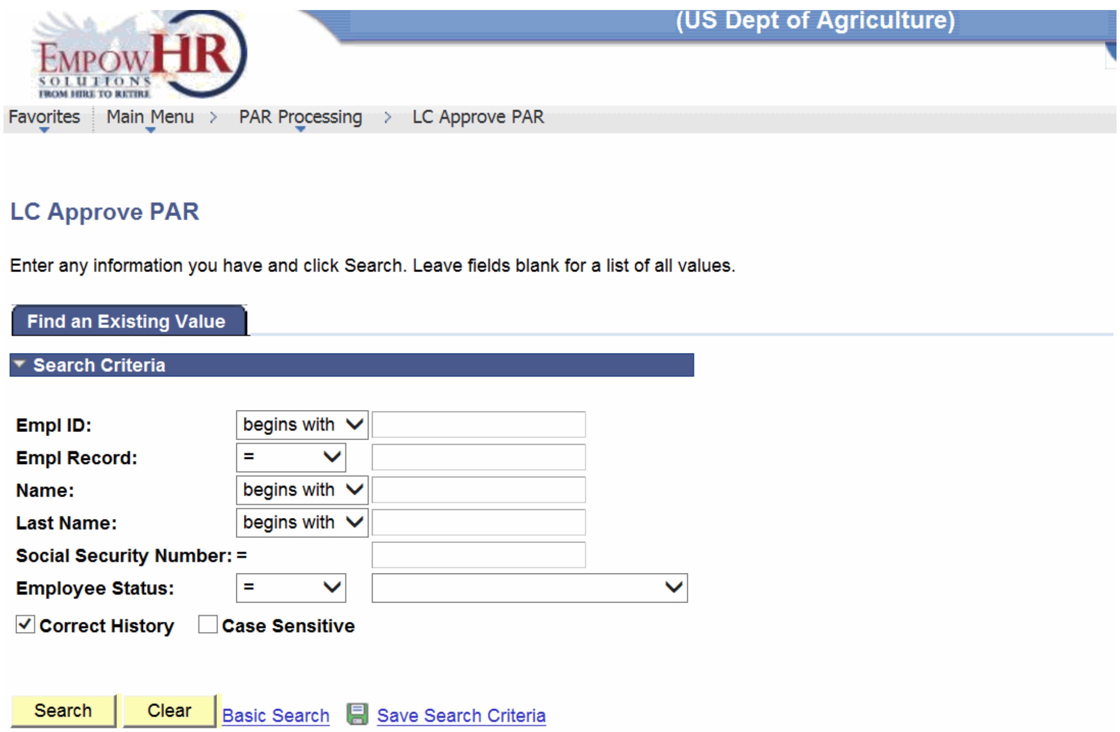
LC Approve PAR

This option is for LC only.

To Approve a PAR for LC:

1. Select the ***PAR Processing*** menu group.

2. Select the ***LC Approve PAR*** component. The LC Approve PAR page - Find an Existing Value tab is displayed. The information on this page will allow the user to locate existing data.



3. Enter the applicable search criteria.

4. Click **Search**. The Data Control tab - Hire Employee USF page is displayed. For more information on PAR Processing, refer to ***HR Processing*** (on page 79) in this procedure.

   OR

   Click **Clear** to clear the search.

Who Has the PAR

To Access the Who Has the Worklist Page:

1. Select the ***PAR Processing*** menu group.

2. Select the ***Who Has the PAR*** component. The Who Has the Worklist page - Find an Existing Value tab is displayed. The information on this page allows the user to locate existing data.

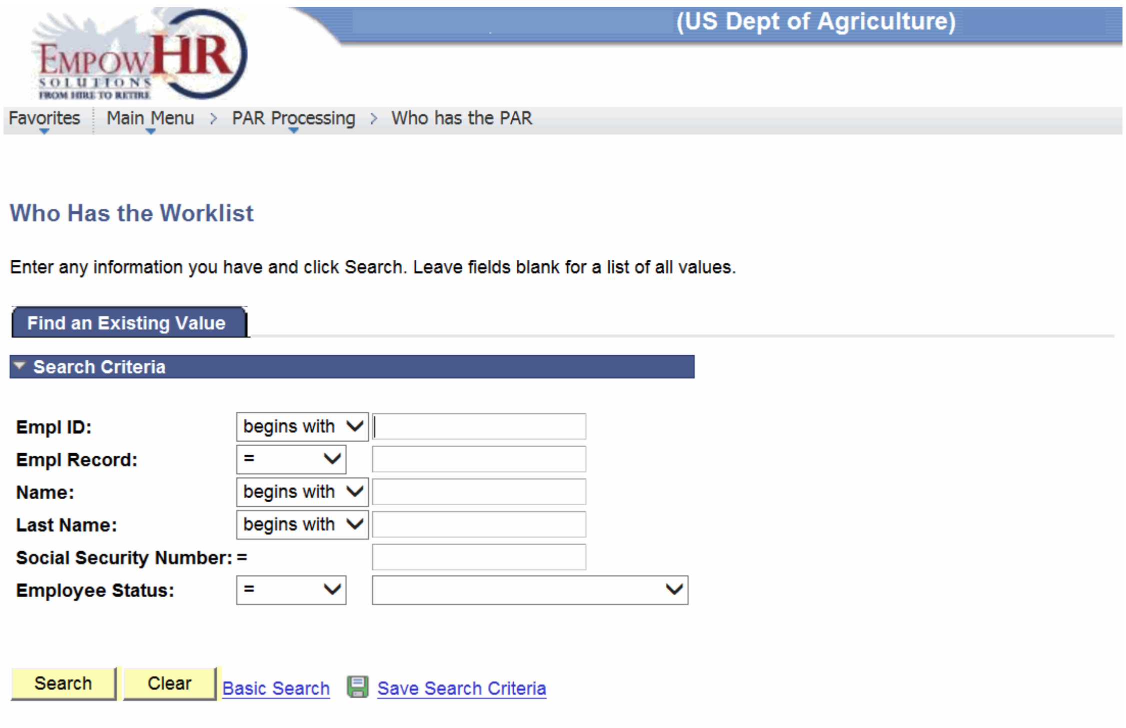


Figure 35: Who Has the Worklist Page - Find an Existing Value Tab

3. Enter the applicable search criteria.

4. Click **Search**. The Who Has the PAR page - Where Is the PAR? tab is displayed. This is a view-only page that displays the PAR information, who is assigned the PAR, date and time, and the individual that sent the PAR.

OR

Click **Clear** to clear the search.

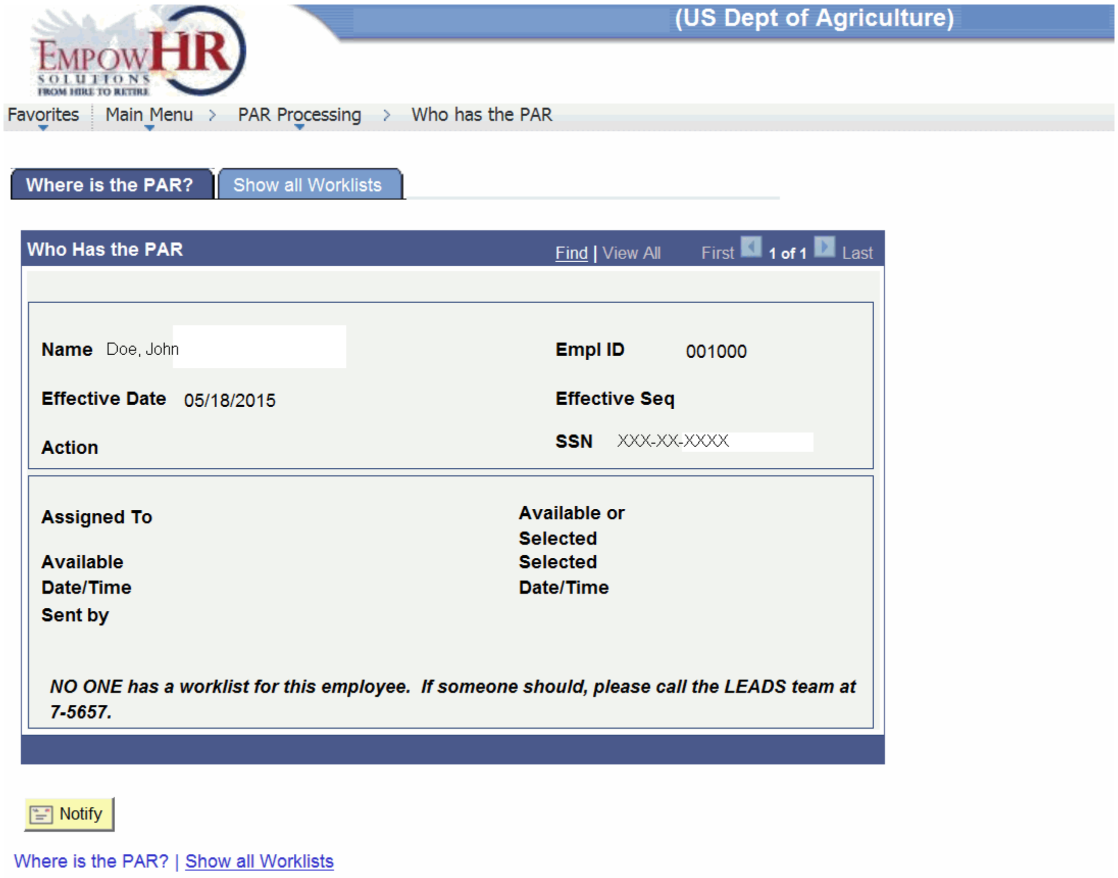


Figure 36: Who Has the PAR Page - Where is the PAR Tab

5. Select the ***Show All Worklists*** tab to display the Who Has the PAR page - Show all Worklists tab. This is a view-only page that displays the worklist information.

Figure 37: Who has the PAR Page - Show all Worklists Tab

HR Processing

In PPS, there are several types of Personnel Actions that are processed at any time without regard to effective dates. These action are called Exception Actions. In EmpowHR, these actions must be processed in date order in HR Processing. They cannot be inserted in History Override. Exception actions include the following NOACs:

NOACs	Description
006	Update
730	Detail NTE
731	Ext of Detail NTE
732	Term of Detail NTE

815	Recruitment Incentive
816	Relocation Incentive
817	Student Loan Repayment
825	Separation Incentive
827	Retention Incentive
840	Individual Cash Award RB
841	Group Award-Ch 45
842	Individual Suggestion/Invention Awd
843	Group Suggestion/Invention Award
844	Foreign Language Award
845	Travel Savings Incentives
846	Individual Time-Off Award
847	Group Time-Off-Award
848	Applicant Referral Bonus Award
849	Indiv Cash Award NRB
878	Presidential Rank Award
879	SES Performance Award
885	Lump Sum Perf Pmnt RB-ILP
886	Lump Sum Perf Pay RB-NIL PA
887	Lump Sum Perf Pymnt NRB
889	Group Award-Other
902	App for Pay Purposes Only
906	SCSEP Enrollee
908	Termination
911	YCC Enrollee Appt
922	Detail NTE

923	Ext of Detail NTE
924	Term of Detail
928	Volunteer Accession
929	Volunteer Separation
950	Change in Shift
970	Foreign Language Bonus
972	Applicant Referral Award
973	Lump Sum Retention Allowance
982	Recruitment Incentive (USDA Demo PR)
983	Retention Allowance
984	Share of Equivalent Increase
994	Honorary Award

Exception actions include the following inactive NOACs.

NOACs	Description
872	Time Off Award
874	Gainsharing Award
875	Suggestion Award
876	Invention Award
877	Special Act or Service Award
907	Mainstream Enrollee

For more information see:

Related Content

Payroll document(s) and position information are available from the HR Processing page.

The applicable payroll document(s) are available by clicking the triangle in the right-hand corner on the Empl ID field on the HR Processing page - Data Control tab. The position information is available by clicking the triangle in the right-hand corner on the Position field on the HR Processing page - Job tab.

To View the Related Payroll Document(s):

1. On the HR Processing page - Data Control tab, click the triangle in the right-hand corner of the Empl ID field. The HR Processing page - Data Control tab (with a list of available payroll document(s)) is displayed.

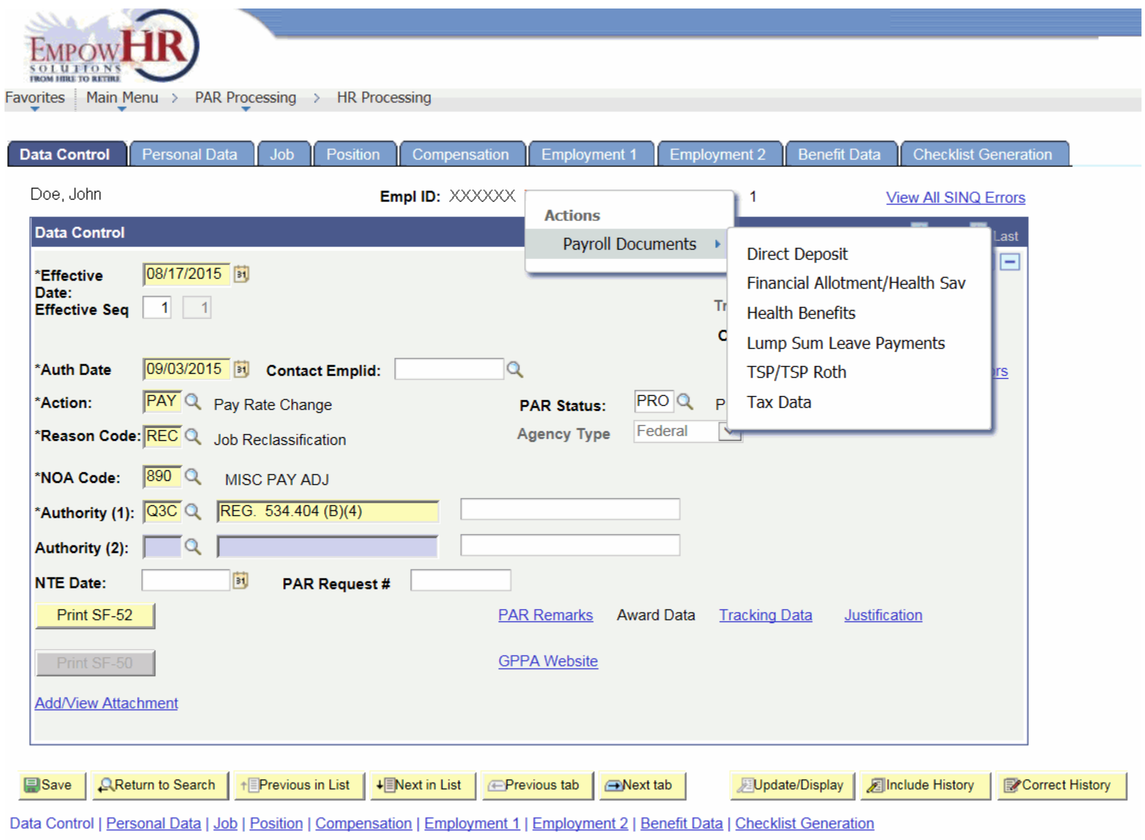


Figure 38: HR Processing Page - Data Control Tab

2. Select the applicable payroll document. The applicable payroll document is displayed.

To View the Position Information:

1. On the HR Processing page - Job tab, click the triangle in the right-hand corner of the Position field. The HR Processing page - Job tab (with the Position Information) is displayed.

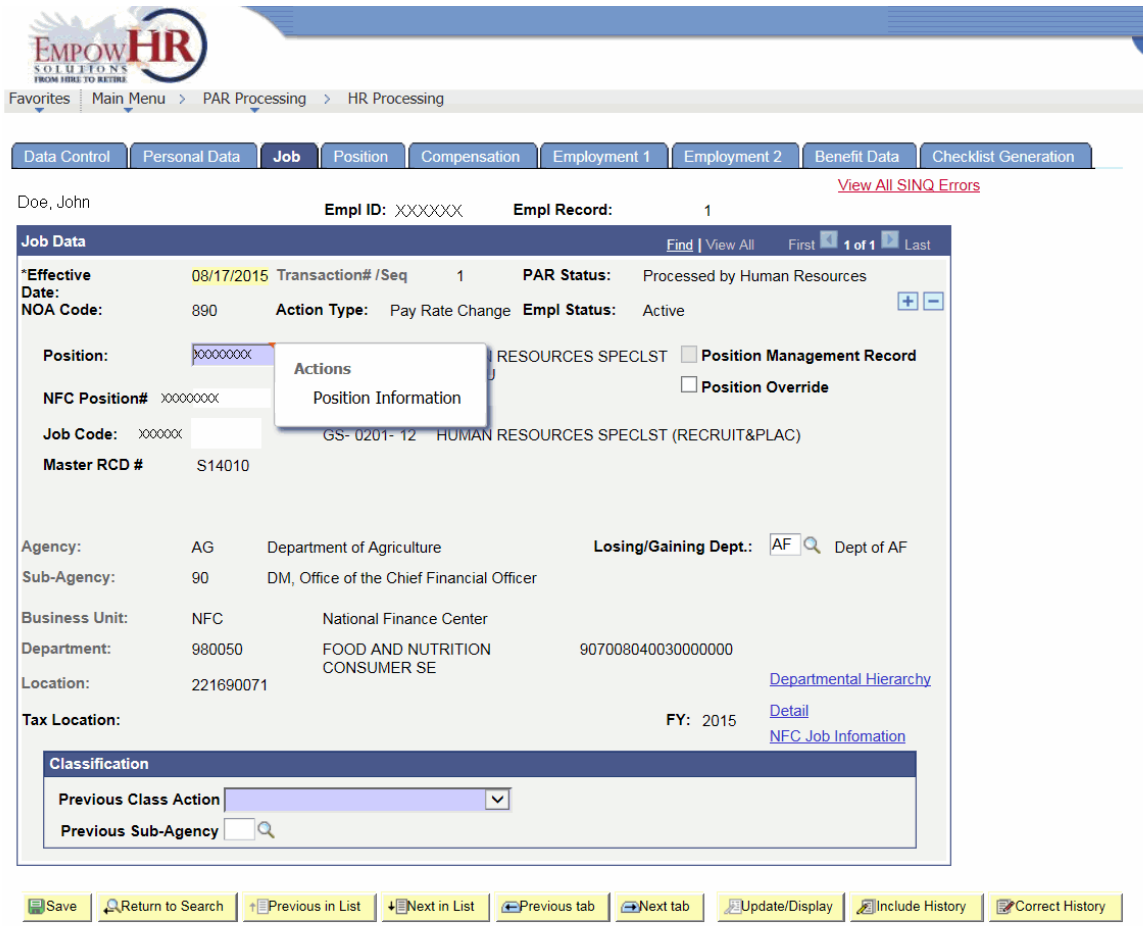


Figure 39: HR Processing Page - Job Tab

2. Select the Position Information. The applicable Position Information is displayed.

HR Processing Instructions

To Access the HR Processing USF Page:

1. Select the ***PAR Processing*** menu group.

2. Select the ***HR Processing*** component. The HR Processing USF page - Find an Existing Value tab is displayed. The information on this page allows the user to locate existing data.

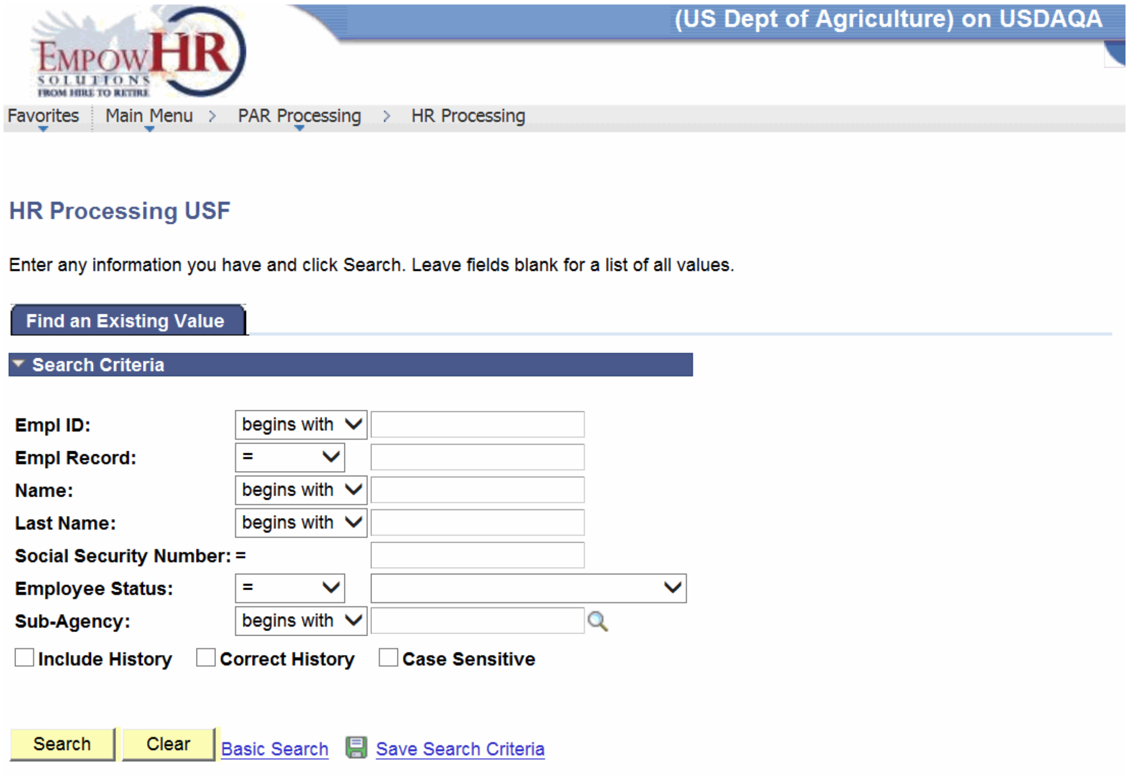


Figure 40: HR Processing USF Page - Find an Existing Value Tab

3. Enter the applicable search criteria.

4. Click **Search**. The HR Processing USF page - Data Control tab (for the applicable employee) is displayed.

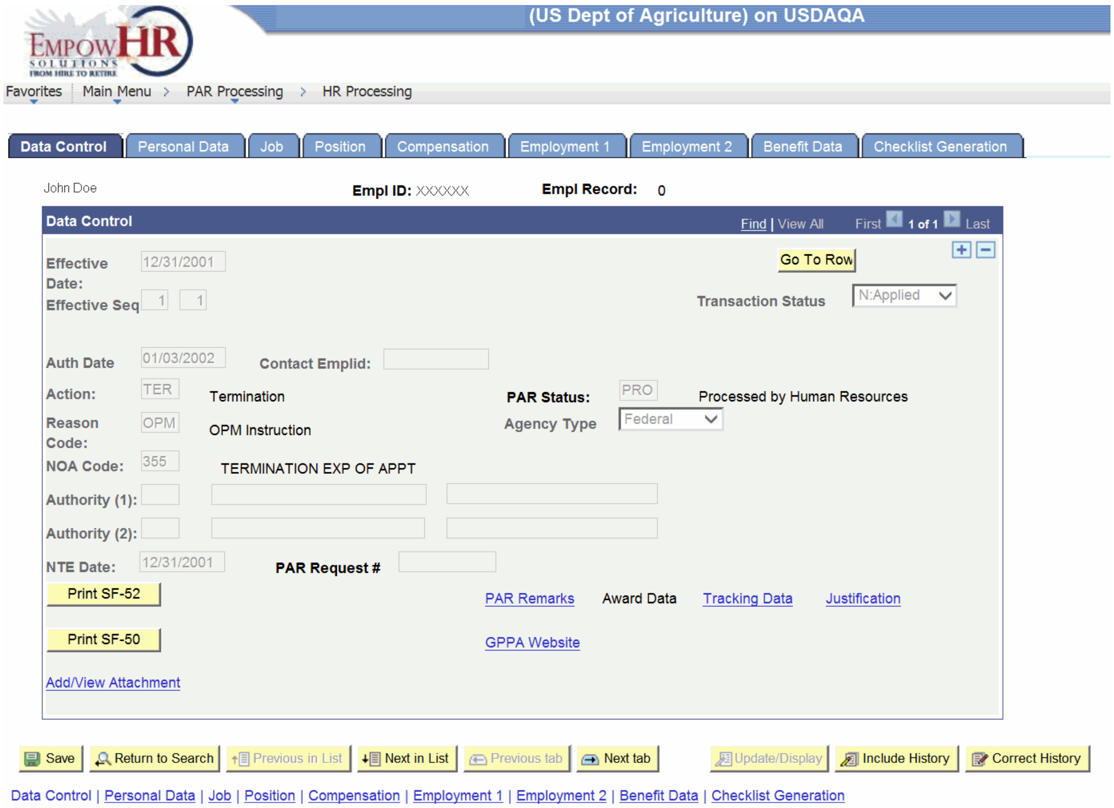


Figure 41: HR Processing USF Page - Data Control Tab

5. Click the **+** to insert a new row.

6. Complete the fields as follows:

Field	**Description/Instruction**
Empl ID	Defaults to **`NEW`** for a new hire. When the action is saved, the employee ID displays.
Empl Record	Populated with **`0`** when adding a new employee. This field cannot be modified. The employee record number is displayed on each page in the hire process.
Data Control	**Description/Instruction**
Effective Date	Enter the effective date of the action or select a date from the calendar icon. The effective date reflects the effective date of the personnel action. This field is displayed on each page or each tab of the PAR.
Effective Seq	Enter the sequence of the action.
Transaction Status	Defaults to **`In Progress`**. The status changes when the PAR is saved, reassigned, etc. The transaction status reflects the status of the

Field	Description/Instruction
	action.
Auth Date	Enter the authentication date of the action or select a date from the calendar icon. Defaults to the current date.
Contact Emplid	Enter the employee ID of the contact person for the hire action.
Action	Select the applicable action to be processed.
PAR Status	Displays the status of the new action. The status changes when the PAR is saved, reassigned, etc.
Reason Code	Describes the reason for the action documented by the PAR. Enter the reason or select data by clicking the search icon. The alpha description is displayed after the code is selected.
Agency Type	Describes the Agency processing the hire. This field defaults to the owner Agency of the processor.
NOA Code	Enter the NOAC or select the NOAC from the search list for the action to be processed. The alpha description is displayed after the code is entered. Use the GPPA and the 5 CFR to determine the correct NOAC. This field is displayed on each page and tab of the PAR.
Authority (1)	Enter the authority (1) for the NOAC or select data by clicking the search icon. The alpha description is displayed after the code is entered. For more information refer to the GPPA and the 5 CFR.
Authority (2)	Enter the authority (2) for the NOAC or select data by clicking the search icon. The alpha description is displayed after the code is entered. For more information refer to the GPPA and the 5 CFR.
NTE Date	Enter the ending date for a temporary action or select a date from the calendar icon. For more information refer to the GPPA and the 5 CFR.
PAR Request #	Enter the SF 52 number/vacancy number.

7. Complete all applicable fields (for the action being processed) on the remaining tabs.
8. Click **Save**. The action is retained with a transaction status of **`NFC Ready`**.

Note: An NOAC for a resignation must include a forwarding address in remarks.

Award Link

This section explains processing an award.

To Enter an Award:

1. Select the ***PAR Processing*** menu group.

2. Select the ***HR Processing*** component. The HR Processing USF page - Find an Existing Value tab is displayed. The information on this page allows the user to locate existing data.

3. Enter the applicable search criteria.

4. Click **Search**. The HR Processing USF page - Data Control tab is displayed.

   OR

   Click **Clear** to clear the information entered in the fields.

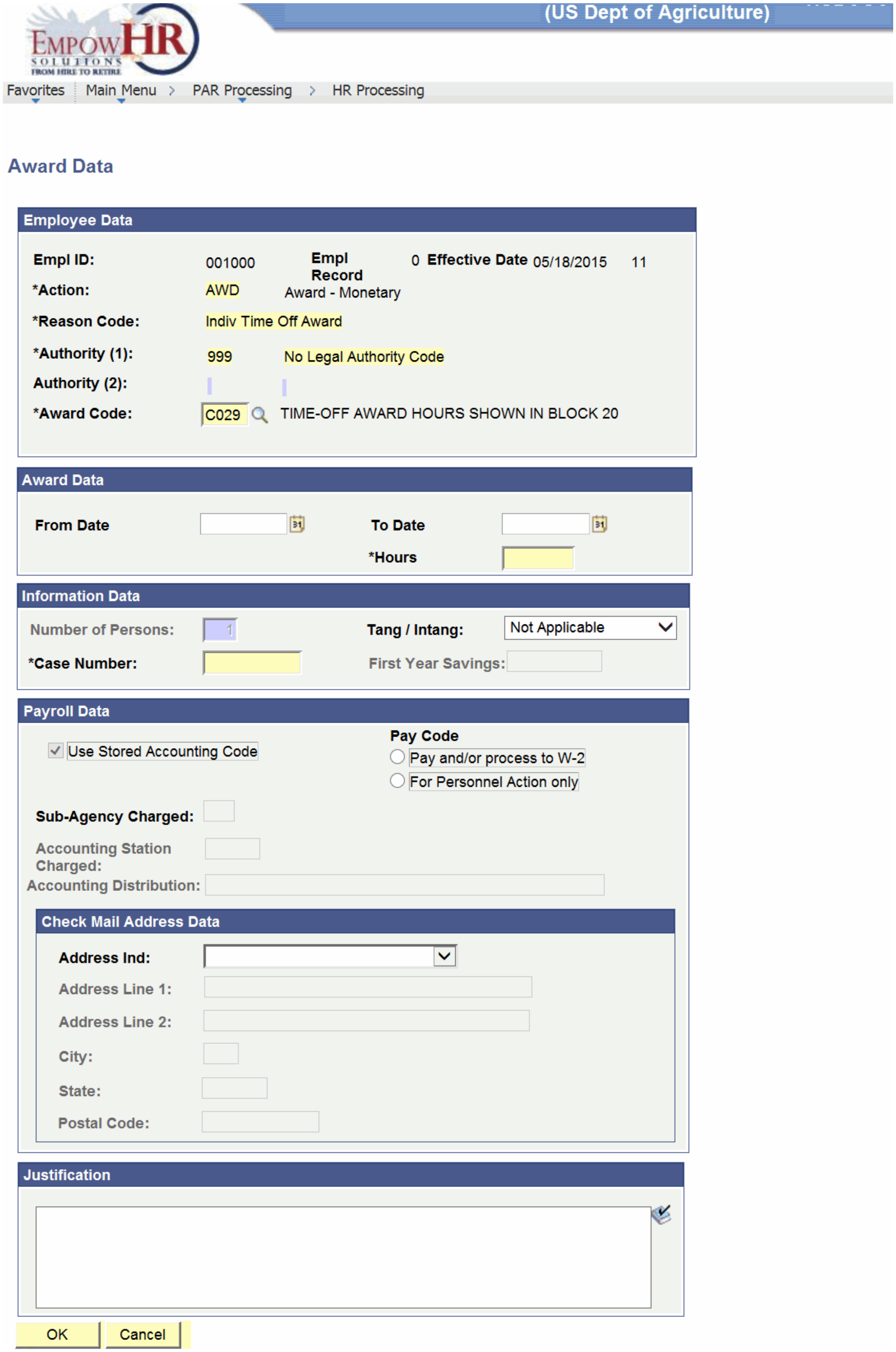
5. Click **+** to add a new row on the HR Processing USF page - Data Control tab.

6. Complete the fields as follows:

Field	Description/Instruction
Empl ID	Defaults to the employee ID of the employee receiving the award.
Empl Record	Populated with the record number of the action. This field cannot be modified. The employee record number is displayed on each page of the action.
Data Control	**Description/Instruction**
***Effective Date**	Required field. Enter the effective date of the action or select a date from the calendar icon. The effective date reflects the effective date of the personnel action. This field is displayed on each page or each tab of the PAR.
Proposed Effective Date	Enter the proposed effective date of the action or select a date from the calendar icon.
Effective Seq	Enter the sequence of the action.
Transaction Status	Defaults to `In Progress`. The status changes when the PAR is saved, reassigned, etc. The transaction status reflects the status of the action.
***Auth Date**	Required field. Enter the authentication date of the action or select a date from the calendar icon. Defaults to the current date.
Contact EmplID	Enter the employee ID of the contact person for the hire action.
***Action**	Required field. Select the applicable action to be processed.
PAR Status	Status of the new action. The status changes when the PAR is saved, reassigned, etc.

Field	Description/Instruction
***Reason Code**	Required field. Describes the reason for the action documented by the PAR. Enter the reason or select data by clicking the search icon. The alpha description is displayed after the code is selected.
Agency Type	Describes the Agency processing the hire. This field defaults to the owner Agency of the processor.
NOA Code	Enter the award NOAC or select the NOAC from the search list for the action to be processed. The alpha description is displayed after the code is entered. Use the GPPA and the 5 CFR to determine the correct NOAC. This field is displayed on each page and tab of the PAR.
***Authority (1)**	Required field. Enter the authority (1) for the NOAC or select data by clicking the search icon. The alpha description is displayed after the code is entered. For more information refer to the GPPA and the 5 CFR.
Authority (2)	Enter the authority (2) for the NOAC or select data by clicking the search icon. The alpha description is displayed after the code is entered. For more information refer to the GPPA and the 5 CFR.
NTE Date	Enter the ending date for a temporary action or select a date from the calendar icon. For more information refer to the GPPA and the 5 CFR.
PAR Request #	Enter the SF 52 number/vacancy number.

7. Click the ***Award Data*** link on the bottom of the HR Processing USF page - Data Control tab. The Award Data page is displayed.



EmpowHR Solutions From Hire to Retire (US Dept of Agriculture)

Favorites | Main Menu > PAR Processing > HR Processing

Award Data

Employee Data

Empl ID: 001000 **Empl Record** 0 **Effective Date** 05/18/2015 11

***Action:** AWD Award - Monetary

***Reason Code:** Indiv Time Off Award

***Authority (1):** 999 No Legal Authority Code

Authority (2):

***Award Code:** C029 TIME-OFF AWARD HOURS SHOWN IN BLOCK 20

Award Data

From Date **To Date**

***Hours**

Information Data

Number of Persons: 1 **Tang / Intang:** Not Applicable

***Case Number:** First Year Savings:

Payroll Data

Use Stored Accounting Code

Pay Code

Pay and/or process to W-2

For Personnel Action only

Sub-Agency Charged:

Accounting Station Charged:

Accounting Distribution:

Check Mail Address Data

Address Ind:

Address Line 1:

Address Line 2:

City:

State:

Postal Code:

Justification

OK Cancel

Figure 42: Award Data Page

8. Complete the fields as follows:

Employee Data	Description/Instruction
Empl ID	Populated from the Data Control tab. This is a unique ID assigned by EmpowHR.
Empl Rcd	Populated from the Data Control tab.
Effective Date	Populated from the Data Control tab.
***Action**	Required field. Populated from the Data Control tab.
***Reason Code**	Required field. Populated from the Data Control tab.
***Authority (1)**	Required field. Populated from the Data Control tab.
Authority (2)	Populated from the Data Control tab, if applicable.
***Award Code**	Required field. Defaults based on the Reason Code. Enter the award code or select data by clicking the search icon.
Award Data	**Instruction**
***From Date**	Required field. Enter the beginning date of the award period.
***To Date**	Required field. Enter the ending date of the award period.
***Hours** ***Amount**	Required field. Enter the amount of hours (if the award is an hours granted award) or monetary amount (if the award is a monetary award). Note: This field will display as either Hours or Amount depending upon the NOAC entered on the Data Control tab and displayed in the Action field.
Information Data	**Instruction**
Number of Persons	Enter the number of persons receiving the award.
Tang/Intang	Click the down arrow to indicate if the award is based on tangible or intangible benefits.
***Case Number**	Required field. Enter the case number.
First Year Savings	Enter the monetary amount of first year savings as a result of implementing the suggestion. This field is required for Tangible Benefits only.
Payroll Data	**Instruction**
Use Stored Accounting Code	Check the box when stored accounting is used.

Pay Code	Instruction
Pay and/or process to W-2	Select this radio button if the award will pay and should be included on the IRS Form W-2, Wage and Tax Statement.
For Personnel Action only	Select this radio button to indicate the personnel action is for documentation only.
Field	**Instruction**
Sub-Agency Charged	Enter sub-Agency charged for the award or select the sub-Agency by clicking the search icon.
Accounting Station Charged	Enter the four-position accounting station charged for payment or select by clicking the search icon.
Accounting Distribution	Enter the accounting distribution information.
Check Mail Address Data	**Description/Instruction**
Address Ind	Select the address option.
Address 1	Not available.
Address 2	Not available.
City	Not available.
State	Not available.
Postal Code	Not available.
Justification	Enter the justification for the award.

1. Click **OK** to save the award information entered.

   OR

   Click **Cancel** to cancel the information entered and return to the Data Control tab.

Bonus Link

This section explains the processing of a bonus.

To Enter a Bonus:

1. Select the ***PAR Processing*** menu group.
2. Select the ***HR Processing*** component. The HR Processing USF page - Find an Existing Value tab is displayed. The information on this page allows the user to locate existing data.

3. Enter the applicable search criteria.

4. Click **Search**. The HR Processing USF page - Data Control tab is displayed.

   OR

   Click **Clear** to clear the information entered in the fields.

5. Click **+** to add a new row on the HR Processing USF page - Data Control tab.

6. Complete the fields as follows:

Field	Description/Instruction
Empl ID	Defaults to the employee ID of the employee receiving the bonus.
Empl Record	Populated with the record number of the action. This field cannot be modified. The employee record number is displayed on each page of the action.
Data Control	**Description/Instruction**
***Effective Date**	Required field. Enter the effective date of the action or select a date from the calendar icon. The effective date reflects the effective date of the personnel action. This field is displayed on each page or each tab of the PAR.
Proposed Effective Date	Enter the proposed effective date of the action or select a date from the calendar icon.
Effective Seq	Enter the sequence of the action.
Transaction Status	Defaults to `In Progress`. The status changes when the PAR is saved, reassigned, etc. The transaction status reflects the status of the action.
***Auth Date**	Required field. Enter the authentication date of the action or select a date from the calendar icon. Defaults to the current date.
Contact EmplID	Enter the employee ID of the contact person for the action.
***Action**	Required field. Select the applicable action to be processed.
PAR Status	Displays the status of the new action. The status changes when the PAR is saved, reassigned, etc.
***Reason Code**	Required field. Describes the reason for the action documented by the PAR. Enter the reason or select data by clicking the search icon. The alpha description is displayed after the code is selected.
Agency Type	Describes the type of Agency processing the action. Defaults to `Federal`.
***NOA Code**	Required field. Enter the bonus NOAC or select the NOAC from the search list for the action to be processed. The alpha description is

Field	Description/Instruction
	displayed after the code is entered. Use the GPPA and the 5 CFR to determine the correct NOAC. This field is displayed on each page and tab of the PAR.
***Authority (1)**	Required field. Enter the authority (1) for the NOAC or select data by clicking the search icon. The alpha description is displayed after the code is entered. For more information refer to the GPPA and the 5 CFR.
Authority (2)	Enter the authority (2) for the NOAC or select data by clicking the search icon. The alpha description is displayed after the code is entered. For more information refer to the GPPA and the 5 CFR.
NTE Date	Enter the ending date for a temporary action or select a date from the calendar icon. For more information refer to the GPPA and the 5 CFR.
PAR Request #	Enter the SF 52 number/vacancy number.

Note: When an applicable Reason Code is entered, the ***Bonus*** link is highlighted.

7. Click the ***Bonus Data*** link on the bottom of the HR Processing USF page - Data Control tab.The Bonus Data page is displayed.

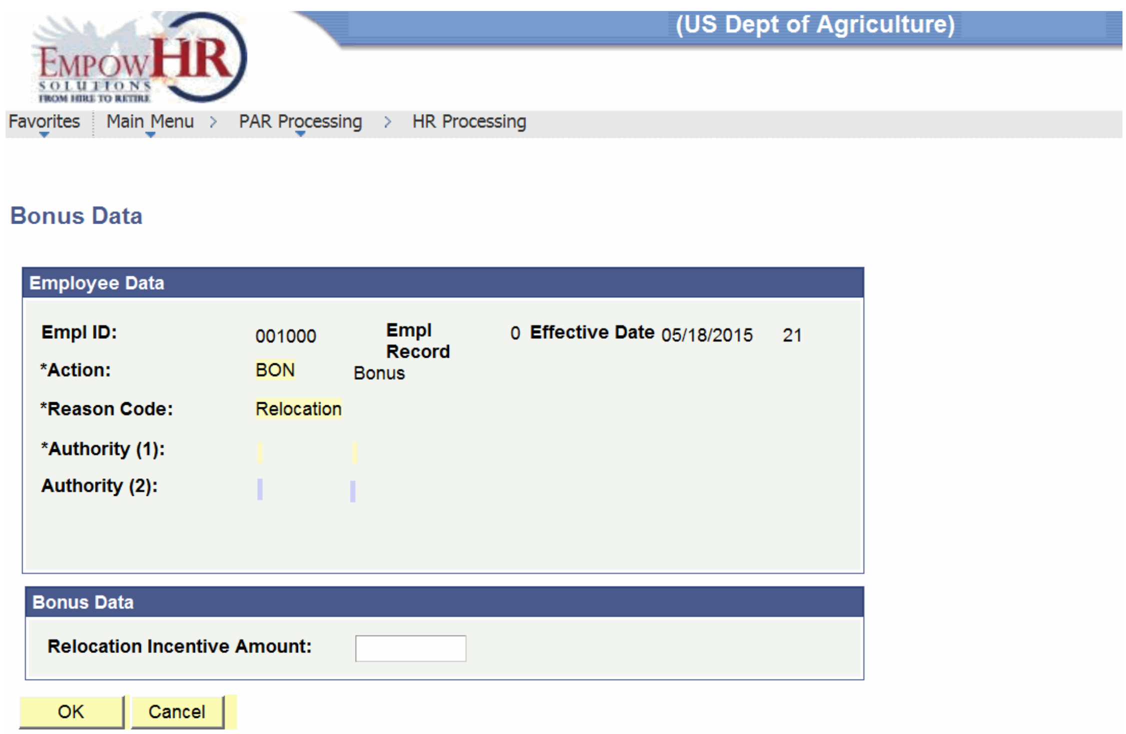


Figure 43: Bonus Data Page

8. Complete the fields as follows:

Employee Data	Description/Instruction
Empl ID	Populated from the Data Control tab. This is a unique ID assigned by EmpowHR.
Empl Record	Populated from the Data Control tab.
Effective Date	Populated with the date of the award from the Data Control tab.
***Action**	Required field. Populated with the bonus type from the Data Control tab.
***Reason Code**	Required field. Populated with the description that corresponds with the bonus type from the Data Control tab.
***Authority (1)**	Required field. Populated from the Data Control tab.
Authority (2)	Populated from the Data Control tab, if applicable.
Bonus Data	**Instruction**
Student Loan Amount/Relocation Incentive Amount/Recruitment/Retention Incentive Amount	Enter the award amount. The fields reflected on the Bonus Data section of the Bonus page will vary depending on the NOAC entered.

9. Click **OK** to save the information entered.

   OR

   Click **Cancel** to the cancel the information entered and return to the Data Control tab.

Rollback

To change or delete a current applied action or History Override package, the action must be removed from PPS prior to the running of the Payroll Computation System (PAYE); this process is known as a rollback. A rollback removes all personnel actions applied to the database during the current processing pay period. It also removes the payroll documents that apply after the personnel action applied. When the process is complete, these actions are no longer displayed on IRIS screens.

Single actions in EmpowHR that applied in the current processing pay period may be rolled back two different ways:

- HR Processing
- Correct Applied

In EmpowHR, actions contained in the current processing pay period may be rolled back two different ways:

- HR Processing
- History Override Correct Applied

A rollback for an award removes the personnel action from the Payroll/Personnel Database, but not the award payment processed through the Adjustment Processing System (ADJP). A written request submitted through the Web-based Special Payroll Processing System (SPPS Web) is required to delete the award payment from ADJP.

Rollback actions set up in HR Processing are reflected on the Worklist as unapplied suspense actions. The data can be changed or the action is deleted.

To Manually Roll Back an Action in HR Processing:

1. Select the ***PAR Processing*** menu group.

2. Select the ***HR Processing*** component. The HR Processing USF page - Find an Existing Value tab is displayed. The information on this page allows the user to locate an existing employee to roll back an action.

3. Click ***Correct History***.

4. Click **Search**. A message is displayed.

5. Click **OK**. The HR Processing USF page - Data Control tab is displayed with the Rollback Indicator check box.

6. Click the **Rollback Indicator** box.

7. Click **Save**. The Transaction Status displays **`NFC Ready`**.

   The following day, the action displays on the Worklist as **`Not Applied`**. If the action is not corrected or deleted, it remains on the Worklist.

   Note: Payroll documents that are applied after the PAR applied, roll back when the PAR is rolled back. The documents are in a **`Not Applied`** status and are displayed on the Worklist.

To Roll Back a Package that Has Already Applied (Resetting a Package):

1. Select the ***PAR Processing*** menu group.

2. Select the ***HR Processing*** component. The HR Processing USF page - Find an Existing Value tab is displayed. The information on this page allows the user to locate an existing employee to perform the action.

3. Click the **Rollback Indicator** box. EmpowHR will send an indicator to PINE to indicate that a rollback should occur.

Correct Applied Action

When an action applies in PPS, the data on the action is reflected on the applicable IRIS program and is used to pay employees for the current processing pay period. After the PAYE and Bi-weekly Examination Analysis and Reporting System (BEAR) processes are completed, the current actions are moved to history and are reflected in the applicable IRIS 5XX program.

The Correct Applied Action component allows users to change any applied action in the current processing pay period until the employee's salary for the pay period is calculated by PAYE. Only the fields applicable to the applied nature of action can be modified.

To Correct an Applied Action:

1. Select the ***PAR Processing*** menu group.
2. Select the ***Correct Applied Action*** component.
3. The Correct Applied Action page - Find an Existing Value tab is displayed. The information on this page allows the user to locate existing data.
4. Enter the applicable search criteria.
5. Click **Search**. A popup appears containing information about changing actions.

   OR

   Click **Clear** to clear the information entered in the fields.
6. Click **OK** to continue to the Correct Applied Action page - Data Control tab.

   OR

   Click **Cancel** to return to the Find an Existing Value tab.
7. Change the data on the various tabs.
8. Click **Save** after all PARs are updated.
9. Click **OK** when the confirmation popup appears. EmpowHR will create a rollback to remove the originally applied PAR and replace it with the corrected PAR.

History Override

The ***History Override*** component allows users to correct personnel history data. History override allows the correction and cancelation of personnel actions which exist in the employee's personnel history, as well as the entry of late, newly required, and replacement personnel actions in the employee's personnel history.

PPS allows historical data corrections during the processing pay period until the employee is paid. After the employee is paid, historical data corrections are not processed until the following pay period. History actions are processed as a package and edited by PINE. If one action in the history package fails the edits, all actions in the history package are in suspense until the erroneous action is corrected.

ADJP automatically adjusts an employee's pay record for retroactive actions effective within the last 25 pay periods. If a correction or cancelation action is processed that affects the employee's salary data, retirement coverage, COLA, post differential, or quarters deductions rate, the system automatically disburses or collects (in accordance with the Debit Collection Act), as appropriate.

When the adjustment period exceeds 25 pay periods, each Agency involved must enter or submit a request in SPPS Web.

Applied history override packages must go through two passes of PINE and two passes of ADJP to assure all adjustments are processed. Packages that apply prior to the running of two passes of PINE and ADJP are not adjusted until the subsequent pay period. The employee receives the adjusted pay for the current pay period in the processing pay period and all other adjustments are paid the following pay period. This must be factored into the process when a request for manual payment for monies is needed beyond the automated 25 pay period cycle.

A history override package contains one or all of the following:

- Correction
- Cancelation
- Insert new action

All packages have a Starting action. When there is more than one action, all other actions are intervening. The Starting action identifies where the process begins and the Intervening action identifies all the actions included in the package. When a package is completed, select **Release Package** on the History Correction page and click **Save** to mark the record **NFC Ready**.

EmpowHR does not allow the the Release of a history override package for an active employee after the employee is paid. The package can be released after the first pass of PINE for the next pay period (i.e., PAYE generally runs Thursday evening and the first pass of PINE is the following Monday).

When a history override package is saved, EmpowHR performs front-end edits that validate data entered in each field. After all data is entered and released, the information is exported to PPS for additional editing.

EmpowHR is automatically updated to reflect applied statuses when actions pass all the edits. When an action fails the editing process, all actions in the package fail, and error messages are returned for correction. The validation of applied actions and the correction of suspended actions are made though the Worklist. All errors must be corrected before the package will apply. The package must apply in PPS for the changes to be considered official. After the package applies, the data in EmpowHR should be compared to the personnel history data in PPS.

No exception action can be inserted in a history correction package. Only certain exception actions can be corrected or canceled.

The following NOACs can be corrected through History Override:

- 846 Individual Time-Off Award (AWD, AWH, NFC)
- 847 Group Time-Off-Award (AWD, AWH, NFC)

The following NOACs can be canceled through History Override:

- 815 Recruitment Incentive (BON, NFC, AWD)
- 816 Relocation Incentive (BON, NFC, AWD)
- 825 Separation Incentive (AWD, BON, NFC)
- 840 Individual Cash Award RB (AWD, NFC)
- 841 Group Award-Ch 45 (AWD, NFC)
- 842 Individual Suggestion/Invention Awd (AWD, NFC, AWH)
- 843 Group Suggestion/Invention Award (AWD, NFC, AWH)
- 844 Foreign Language Award (AWD, NFC)
- 845 Travel Savings Incentives (AWD, NFC)
- 846 Individual Time-Off Award (AWD, AWH, NFC)
- 847 Group Time-Off-Award (AWD, AWH, NFC)
- 848 Applicant Referral Bonus Award (AWD, NFC)
- 849 Indiv Cash Award NRB (AWD, NFC)
- 878 Presidential Rank Award (NFC, AWD)
- 879 SES Performance Award (NFC, AWD)
- 886 Lump Sum Perf Pymnt RB-NILPA (RB-NIL) (AWD, NFC)

- 887 Lump Sum Perf Pymnt NRB (NRB) (AWD, NFC)
- 889 Group Award-Other (AWD, NFC, PAY)
- 970 Foreign Language Bonus (AWD, BON, NFC)
- 972 Applicant Referral Award (IRS Only) (NFC)
- 973 Lump Sum Retention Allowance (IRS Only) (NFC)
- 998 Transfer to New Enrollment Provider

The following NOACs are active exception actions that cannot be corrected or canceled in History Override:

- 006 Update (NFC)
- 730 Detail NTE (DET, NFC, EXT, REH)
- 731 Ext of Detail NTE (DET, NFC, EXT, EDT)
- 732 Term of Detail NTE (DET, NFC, TER, XFR, TDL, EDT)
- 817 Student Loan Repayment (BON, NFC, PAY)
- 930 Detail NTE (effective PP20 of 2010) (DET, NFC)
- 931 Ext of Detail NTE (effective PP20 of 2010) (EXT, NFC)
- 932 Term of Detail (effective PP20 of 2010) (DET, EDT, NFC)
- 982 Recruitment Incentive (USDA Demo PR) (NFC, BON, PAY)
- 983 Retention Allowance (USDA Only) (NFC, BON)
- 984 Share of Equivalent Increase (NFC)
- 998 Transfer to New Payroll Provider (NFC)

The following NOACs are inactive exception actions that cannot be corrected or canceled in History Override:

- 872 Time Off Award (AWH, NFC)
- 874 Gainsharing Award (NFC, AWD, AWH)
- 875 Suggestion Award (AWD, NFC, AWH)
- 876 Invention Award (NFC, AWD, AWH)
- 877 Special Act or Service Award (AWD, NFC, AWH)
- 907 Mainstream Employee (NFC)
- 922 - 924 Details (effective PP20 of 2010) (NFC, DET, REH, EXT, TDL, EDT)

- 978 Mass Change Detail (effective PP20 of 2010) (NFC, MSC, XFR)

To Start a History Correction Package:

1. Select the ***PAR Processing*** menu group.
2. Select the ***History Override*** component. The History Override page - Find an Existing Value tab is displayed. The information on this page allows the user to locate an existing employee to correct a historical action.
3. Click **Search**. The History Correction Creation page - History Correction Creation tab is displayed.
4. Click **Yes** to proceed with the history correction package.

   OR

   Click **No** to return to the History Override page - Find an Existing Value tab.

For more information see:

Correct/Cancel a Historical PAR

The History Override component allows users to cancel a personnel action. When an action is canceled, you should consider the status of the position. The permanent position of the employee must be established in the Position Management System Operations (PMSO). For example, if a cancelation to a separation is processed for an employee whose job was abolished, the position must be established in PMSO and EmpowHR.

A cancelation rescinds an earlier action that was improper, that was proper but contains references to an improper action, or that contains remarks that are inappropriate or erroneous and should not have been documented. The following are examples of situations in which a cancelation is necessary:

- A decision orders an action to be rescinded, withdrawn, or expunged.
- An appointing officer determines an action should never have occurred. For example, a WRI to a General Schedule (GS)-5/5 was processed when an employee has completed only 52 weeks of service at a GS-5/4 instead of the required 104 weeks.
- An employee requests reconsideration of a negative WRI determination, and the negative determination (documented with 888/Denial of WGI) is overturned.

- An appointment is void because there is an absolute statutory bar to it or because the employee is guilty of fraud in regard to the action or deliberately misrepresented or falsified a material matter.
- A change in tenure group, annual comparability pay adjustment, and realignment actions show an employee to be at a GS-5 when a change to a lower grade from a GS-6 to a GS-5 is canceled (canceled actions must be replaced with actions showing an employee to be at a GS-6).
- A resignation SF 50 for an employee who is serving an initial appointment probationary period shows "Agency finding: Resigned after receiving written notice of pending separation due to misconduct." Since the appointment does not afford appeal rights, no "Agency finding" or reasons may be placed on their resignation. The canceled actions must be replaced with one from which the "Agency finding" is deleted.

To Correct/Cancel a History PAR Action:

1. Select the ***PAR Processing*** menu group.
2. Select the ***History Override*** component. The History Override page - Find an Existing Value tab is displayed. The information on this page allows the user to locate an existing employee to cancel an applied action.
3. Click **Search**. The History Override Creation page is displayed.
4. Click **Yes** to continue. The History Correction page - History Correction tab is displayed.

   Ensure all EmpowHR history actions match IRIS Programs IR522, PERHIS SF 50B Data Elements, and IR525, PERHIS Personnel Actions Summary, including effective and authentication dates. When the canceled action is effective within the last 26 pay periods, the history correction package must start with the action preceding the canceled action to assure ADJP makes the appropriate adjustments. For example: If a WRI is generated for an employee and it is later determined that the WRI was denied and was not supposed to be processed, a history correction package must be created. Since the history correction package must start with the preceding action, this package should start with the action that occurred before the WRI.
5. Select **`Starting`** from the drop-down list. All appropriate actions above the starting action are automatically populated with a Package Position of **`Intervening`**.
6. Change the WIP Status on the intervening actions that need to be corrected to **`COR (corrected)`** or **`CAN (canceled)`** for all actions to be removed from the employee's record.
7. Enter the applicable cancelation authority or select data from the search icon in the Cancel Auth 1 field for all canceled actions.

8. Modify all Intervening actions as applicable.

9. Change the History Override Package Status to **`Release Package`**

10. Click **Save**. All corrected transactions are marked **`NFC Ready`**.

11. Click **OK**.

Insert a Historical PAR

When a newly required or replacement action is entered in History Override, all subsequently processed actions (except for "exception" actions) are included in the package. The inserted action and all subsequent actions must be reviewed and updated.

A newly-required action is one required as a result of a decision or a cancelation. For example, a change to lower grade is canceled, thus returning an employee to their prior grade. If the employee had remained in the proper grade and would have received a WRI, the action to document the WRI is the newly-required action.

A replacement action is one that takes the place of a canceled SF 50 when:

- Another action is substituted for the original action (for example, when a 15-day suspension is substituted for a 30-day suspension).
- The original action contained erroneous information and/or inappropriate remarks but was otherwise a valid action.
- The original in some way reflected the effects of another personnel action that was also canceled (for example, a FEGLI change that reflects a wrong grade because a previous change to lower grade was canceled).

The ***History Override*** component allows users to insert a personnel action into history. Select the earliest action as the starting action, then correct the subsequent action(s) in the history package. The subsequent actions are marked as Intervening actions.

When the earliest action is the inserted action, start the package with a correction to the action prior to the effective date on the inserted action. This is necessary to assure ADJP adjusts all pay periods (up to 26) covered by the history correction.

Change an Applied History Override Package

The ***History Override*** component allows users to change data or actions in a history correction package that applied in the current processing pay period and send the package back thorough PINE for processing. Users can verify the changes on all actions throughout the IRIS screens.

To Correct an Applied History Correction Package:

1. Select the ***PAR Processing*** menu group.

2. Select the ***History Override*** component. The History Override page - Find an Existing Value tab is displayed. The information on this page allows the user to locate an existing employee to correct a historical action.

3. Click **Search**. The History Override Creation page is displayed.

4. Click **Yes**. The History Correction page is displayed.

5. Select **Starting** from the Package Position drop-down list. All appropriate actions above the starting action are automatically populated with a History Correction status of **Intervening**.

6. Change the WIP Status on the intervening actions that need to be corrected to **COR (corrected)** or **CAN (canceled)** for all actions to be canceled.

7. Enter the applicable cancelation authority or select data from the search icon in the Cancel Auth 1 field for all canceled actions.

8. Modify all Intervening actions as applicable.

9. Change the History Correction Status to **Release History Correction Package**

10. Click **Save**. All corrected transactions are marked **NFC Ready**.

11. Click **OK**. EmpowHR will create a rollback indicator.

Error Editing

EmpowHR performs certain front-end edits that emulate select PINE edits for Document Type 060, Personnel Actn. Below is a list of these messages:

054 The data entered in the 1st NOA Code field indicates the data entered in the Special Employment Programs field must be 59 (if NOAC is 170 or 570 and Auth is J8M). The Special Employment Pgms Code must be 59 or 9E.

088 When the SCD-Leave is less than 3 years from the effective date of the processing personnel action, the Annual Leave Category must be **4**. When the SCD-Leave field is more than
3 years but less than 15 years from the effective date of the processing personnel action, the Annual Leave Category must be **6**. When the SCD-Leave field is more than 15 years from the effective date of the processing personnel action, the Annual Leave Category must be **8**.

165 When a date is entered in the NTE field, data entered in the Type of Appointment field must be one of the following codes: 03 (Competitive-Indefinite or Taper), 04 (Competitive-Temporary or Special Need), 08 (Excepted-Indefinite), 09 (Excepted-Temporary). If the data entered in the NOAC is:

- a career-conditional or reinstatement career-conditional appointment
- a career-excepted assignment conditional appointment

179 The Type of Appointment must be Competitive-Career, SES Career when the first NOAC is:

- a career or conversion to a career appointment
- a reinstatement career or conversion to reinstatement appointment. The Type of Appointment must be Competitive-Career-Conditional when the first NOAC is:
    - -a career-conditional or reinstatement career-conditional appointment
    - -a career-excepted assignment conditional appointment

221 Tenure 0 - Type of Appointment must be 04 or 09. When the Tenure Group is "Not in a Retention Group," the Type of Appointment must be "Competitive-Temporary, Special Need" or "Excepted-Temp, SES Time-Limited."

222 Tenure 1 - Type of Appointment must be 01 or 06. When the Tenure Group is "Group I", the Type of Appointment must be "Competitive-Career, SES Career" or "Excepted-Permanent, SES Non-Career."

223 Tenure 1 - SCD Probationary Period Start Date Cannot Be Present. When the Tenure Group is "Group I", the Probationary Period Start Date cannot be present.

224 Tenure 1 - Career Tenure Date Cannot Be Present. When the Tenure Group is "Group I," the Career Tenure Date cannot be present.

225 Tenure 2 - Type of Appt Must Be 01, 02, 06, or 07. When the Tenure Group is "Group II", the Type of Appointment must be: "Competitive-Career", "Competitive-Career-Conditional", "Excepted Permanent, SES-Non-Career", or "Excepted-Conditional."

227 Tenure 2 - Career Tenure Date must be present. When the Tenure Group field is "Group II" and the Type of Appointment field is "Competitive-Career-Conditional", there must be a Career Tenure Date.

281 The Grade Entry Date cannot be later than the Effective Date.

319 Special Employee codes 45 and 46 are limited for use by Forest Service (Sub-Agency 11). When the Special Employee Code is 45 or 46. The following data is required:

- Plan field must equal AD
- Grade and Step must both equal 00
- Occupational Series must equal 0000
- FEGLI Code field must equal A
- FEHB Eligibility must equal 2
- FLSA must equal E when the processing personnel action is an accession and the Special Employee Code is 45, the first NOAC must equal 911. When the processing personnel action is an accession and the Special Employee Code field is 46, the 1st NOA Code field must equal 906 or 907.

340 When the data is entered in the Quarters Deduction Amount field, the data entered in the Quarters Deduction Code field must equal one of the following:

- Per day deduction-tax exempt
- Per day deduction-not tax exempt

- Per pay period-tax exempt
- Per pay period-not tax exempt

375 When the Uniform Service Status is:

- 4) Retired Military-Regular

OR

- 5) Retired Military-Nonregular

the Military Service End Date must be entered.

405 The data entered in the SCD-WGI field cannot occur later than the Effective Date.

411 The SCD-WGI Date field is required when the employee is not in the top (last) step of the grade.

507 When a date is entered in the SPVR/MGRL Prob Period Date field, the Supervisor Level must be "Supervisor", Code 2.

549 When a TSP date is entered, the Retirement Plan must be one of the following FEHB Retirement Coverage Codes: I, K, L, M, N, P.

598 The Previous Class Action field provides a status for the position an employee is vacating. The Previous Class Action field must be blank when the employee did not move to a new position.

599 The Previous Class Action field provides a status for the position an employee is vacating. When the employee moves to a new position, the Previous Class field must be on the following:

- Inactive position

OR

- Leave position vacant/active

827 When NOAC 916, Court Ordered FEHB Change is processed with Authority BEG, the FEHB Eligibility must be one of the following:

- 6-court ordered-enrolled
- 7-court ordered-eligible pend
- 8-court ordered-self to family

When canceling NOAC 916 with Authority END, the FEHB Eligibility must also be one of the following:

- 6-court ordered-enrolled
- 7-court ordered-eligible pend
- 8-court ordered-self to family

850 Enter the factor used to determine the amount of Government FEHB contributions for part-time employees who, if in a full-time position, would work 80 hours during biweekly pay period (the amount considered as full-time employment for most positions). If the comparable full-time position requires the employee to work a tour of duty other 80 hours per biweekly pay period, or if the employee is paid a monthly or semimonthly basis, divide the actual number of hours or days the employee is scheduled to work on the part-time schedule by the number of hours or days required for a full-time employee in the same

position. The data in the Variable FT Reg Tour of Duty should be 008000.

857 Enter the factor used to determine the amount of Government FEHB contributions for part-time employees who, if in a full-time position, would work 80 hours during biweekly pay period (the amount considered as full-time employment for most positions). if the comparable full-time position requires the employee to work a tour of duty other than 80 hours per biweekly pay period, or if the employee is paid on a monthly or semimonthly basis, divide the actual number of hours or days the employee is scheduled to work on the part-time schedule by the number of hours or days required for a full-time employee in the same position. The data in the Variable FT Reg Tour of Duty should be 008000.

Update NFC Flags

This option allows a change to the Transaction Status code that displays on a PAR.

To Access the Update NFC Flags Page:

1. Select the ***Par Processing*** menu group.
2. Select the ***Update NFC Flags*** component. The Update NFC Flags page - Find an Existing Value tab is displayed. The information on this page allows the user to locate an existing employee to change the transaction status.

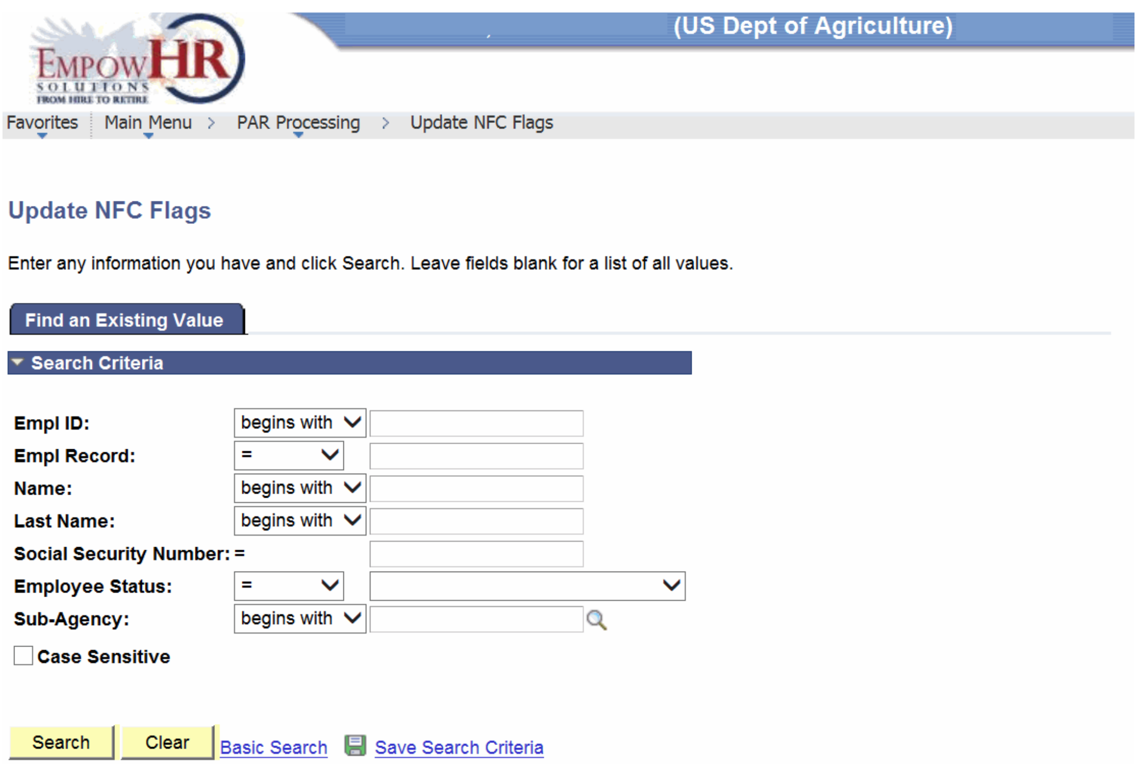
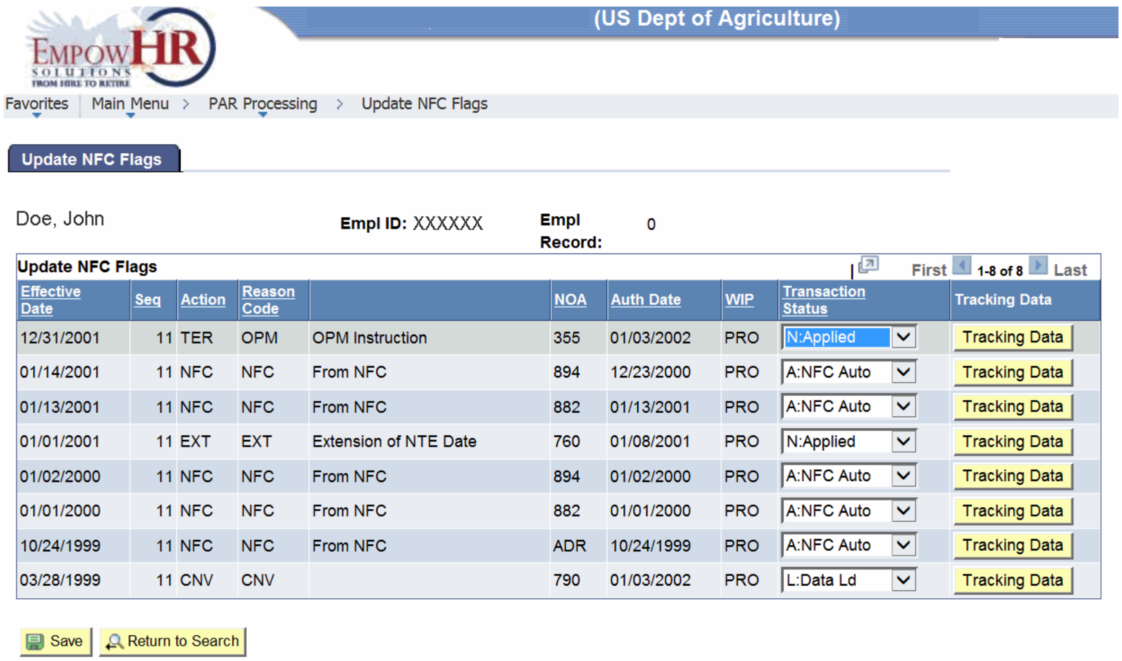


Figure 44: Update NFC Flags Page - Find an Existing Value Tab

3. Click **Search**. The Update NFC Flags tab is displayed.

   OR

   Click **Clear** to enter another employee ID.



Effective Date	Seq	Action	Reason Code		NOA	Auth Date	WIP	Transaction Status	Tracking Data
12/31/2001	11	TER	OPM	OPM Instruction	355	01/03/2002	PRO	N:Applied	Tracking Data
01/14/2001	11	NFC	NFC	From NFC	894	12/23/2000	PRO	A:NFC Auto	Tracking Data
01/13/2001	11	NFC	NFC	From NFC	882	01/13/2001	PRO	A:NFC Auto	Tracking Data
01/01/2001	11	EXT	EXT	Extension of NTE Date	760	01/08/2001	PRO	N:Applied	Tracking Data
01/02/2000	11	NFC	NFC	From NFC	894	01/02/2000	PRO	A:NFC Auto	Tracking Data
01/01/2000	11	NFC	NFC	From NFC	882	01/01/2000	PRO	A:NFC Auto	Tracking Data
10/24/1999	11	NFC	NFC	From NFC	ADR	10/24/1999	PRO	A:NFC Auto	Tracking Data
03/28/1999	11	CNV	CNV		790	01/03/2002	PRO	L:Data Ld	Tracking Data

Figure 45: Update NFC Flags Tab

4. Complete the fields as follows:

Field	Description/Instruction
Empl ID	Populated from the employee selected from the Find an Existing Value page. This is a unique ID assigned by EmpowHR.
Empl Record	Populated with the number of records for the selected employee.
Update NFC Flags	**Description/Instruction**
Effective Date	Populated with the effective date of the action.
Seq	Populated with the sequence number of the action.
Action	Populated with the type of action processed.
Reason code	Populated with the reason code of the action. The description is also displayed.
NOA	Populated with the NOAC.
Auth Date	Populated with the authentication data of the action.

Field	Description/Instruction
WIP	Populated with the work in progress status.
Transaction Status	Populated with the EmpowHR status of the action. Change the status by selecting data from the drop-down list. The valid values are: **`Applied`** Transaction has applied to the NFC database. Actions are changed to applied when they are reflected in IRIS Programs IR25/525. Verify the data to ensure the actions are identical before changing the status. **`Data Load`** Transaction was loaded into EmpowHR during an Agency migration. **`In Progress`** Transaction is in progress. **`NFC Auto`** Transaction is an action applied in the Entry, Processing, Inquiry, and Correction System (EPIC). **`NFC Ready`** Transaction has been saved and is ready for NFC processing. **`Non-NFC`** Transaction is a non-NFC transaction. This option is not used. **`Not Applied`** Transaction did not pass the edits and is in suspense. **`Rdy Future`** Transaction is effective in a future pay period. **`Sent to NFC`** Transaction sent to NFC for processing. **`Xmit Disabl`** Cannot transmit to NFC.
Tracking Data	Displays the **Tracking Data** button used to research the tracking history of the document.

5. Click **Save**.

OR

Click **Return to Search** to return to the search page.

Create New Operator Identification

To Access the Create New Oprid Page:

1. Select the ***Par Processing*** menu group.

2. Select the ***Create New Oprid*** component. The Create New Oprid page - Find an Existing Value tab is displayed. The information on this page allows the user to locate an existing employee to create a new Operator ID.

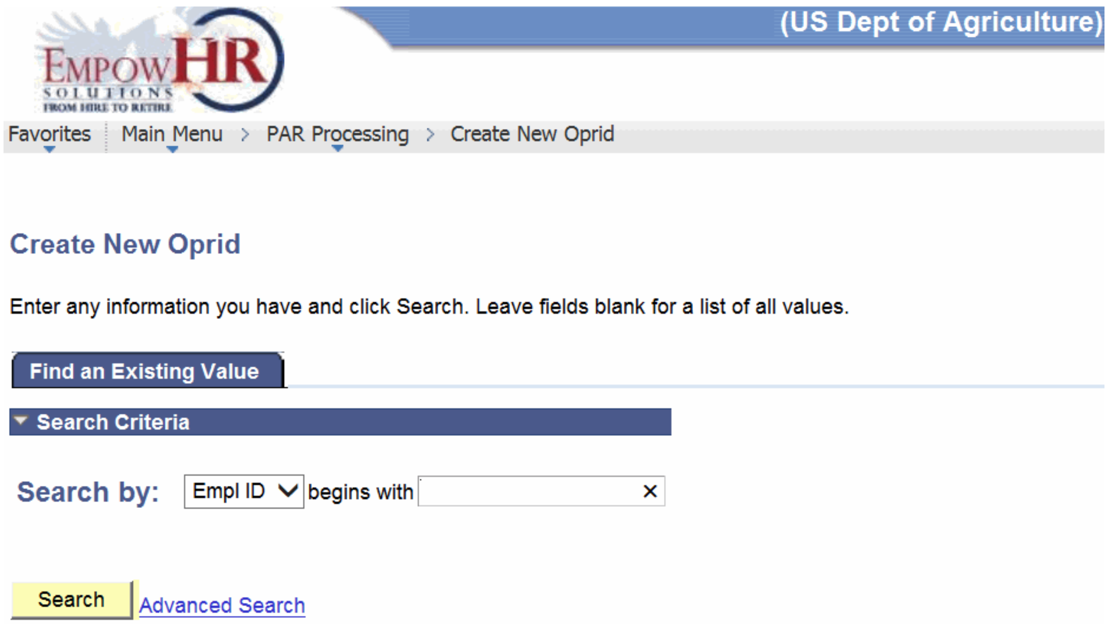


Figure 46: Create New Oprid Page - Find an Existing Value Tab

3. Click **Search**. The New Operator page is displayed.

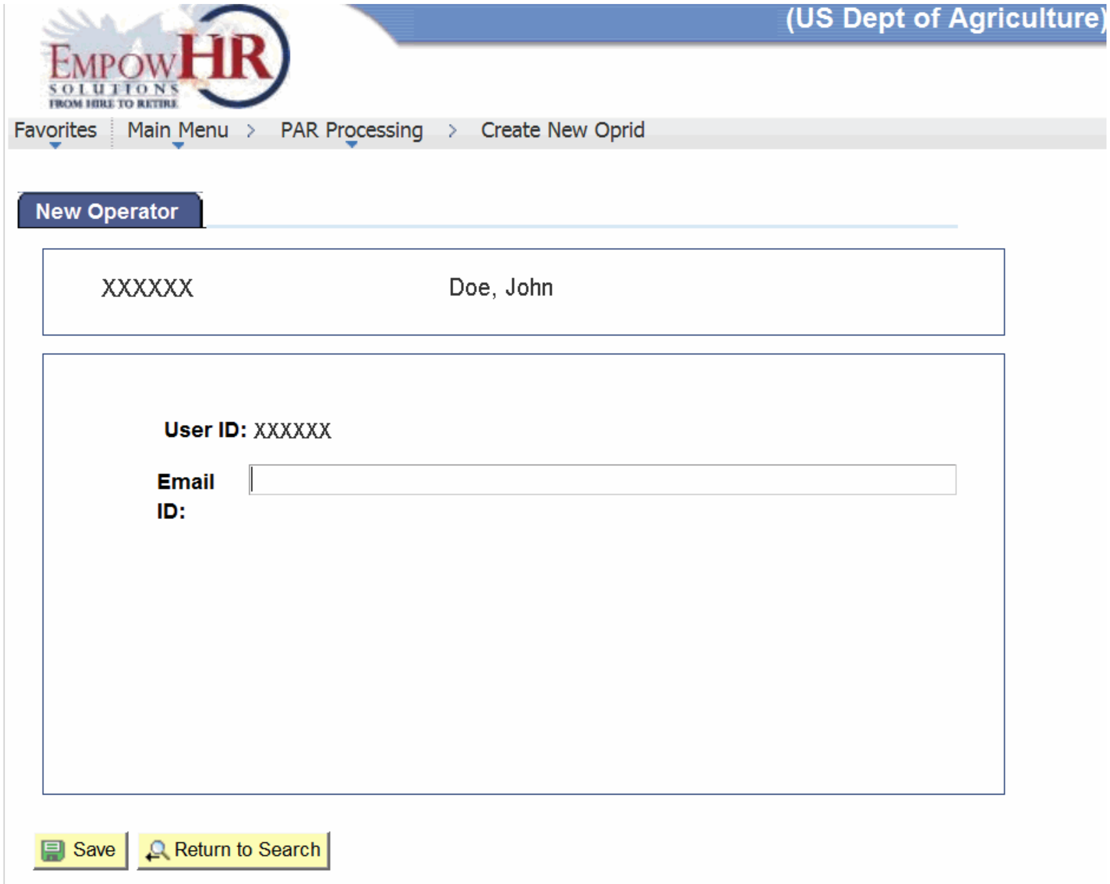


Figure 47: New Operator Tab

4. Complete the fields as follows:

Field	Description/Instruction
User ID	This field is the operator user ID.
Email ID	Enter the email address for the new operator.

5. Click **Save** to save the information entered.

OR

Click **Return to Search** to return to the search page.

Employee Password Reset

To Access the Employee Password Reset Page:

1. Select the ***PAR Processing*** menu group.

2. Select the ***Employee Password Reset*** component. The Employee Password Reset page - Find an Existing Value tab is displayed. The information on this page allows the user to locate an existing employee to reset a password.

Figure 48: Employee Password Reset Page - Find an Existing Value Tab

3. Click **Search**. The Employee Password Reset page is displayed.

Figure 49: Employee Password Reset Page

4. Complete the fields as follows:

Field	Description/Instruction
Empl ID	Populated with the employee ID from the search page. This is a unique ID assigned by EmpowHR.
Name	Populated with the name of the employee.
User ID	Populated with the user ID of the employee.
Generate Password	Check this box to generate a new password for the employee.
Email ID	Displays the email address of the employee.

5. Click **Save**.

At this point, the following options are available.

Step	Description
Click **Return to Search**	Returns the user to the applicable page to search for another record.
Click **Notify**	Notifies the next individual in the workflow.

Mass Actions

The ***Mass Actions*** option is used to give award(s) to an individual or a group of individuals. It is also used to extend the NTE date for an individual or a group of individuals.

For more information see:

Mass Actions - Awards

To Complete an Award Mass Action:

1. Select the ***PAR Processing*** menu group.

2. Select the ***Mass Actions*** component. The Mass Actions Employee Select page is displayed.

Figure 50: Mass Actions Employee Select Page

3. Complete the fields as follows:

Mass Actions Employee Select	**Instruction**
Personnel Office ID	Enter the POI or search by clicking the search icon. If you enter the POI in this field, the Department field must be left blank.
Department	Enter the Department code or search by clicking the search icon. If you enter the Department code in this field, the Personnel Office ID field must be left blank.
Select All	Check the box if all of the individual employees are included in the mass action. If this box is checked, the Select box must be left blank.
Select Individual Employees	**Instruction**
Select	Check the box next to the individual employee to be included in the mass action. If this box is checked, the Select All box must be left blank.

4. Click the ***Awards*** link. The Awards page is displayed.

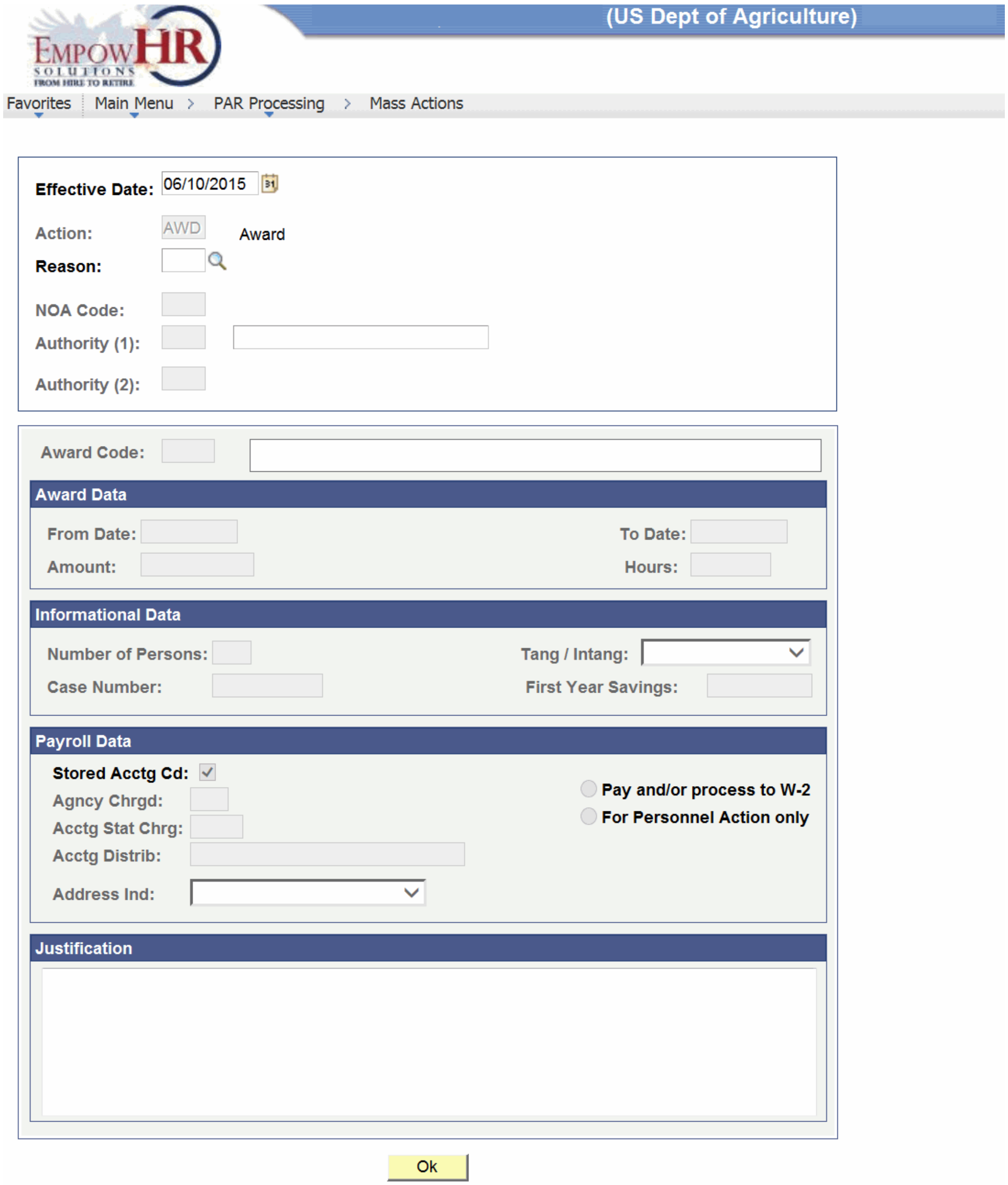


Figure 51: Awards Page

5. Complete the fields as follows:

Field	Description/Instruction
Effective Date	Enter date the action begins or select a date from the calendar icon.

Field	Description/Instruction
Action	Defaults to `AWD`. This field is populated from the link selected on the Mass Actions Employee Select page.
Reason	Enter the reason code or select a reason code by clicking the search icon.
NOA Code	Enter the NOAC.
Authority (1)	Enter the authority.
Authority (2)	Enter the second authority, if applicable.
Award Code	Enter the applicable award code.
Award Data	**Instruction**
From Date	Enter the applicable date.
To Date	Enter the applicable date.
Amount	Enter the amount of the award (if the award is a monetary award).
Hours	Enter the amount of hours (if the award is an hours granted award).
Informational Data	**Instruction**
Number of Persons	Enter the number of persons to receive the award.
Tang/Intang	Click the down arrow to indicate if the award is based on tangible or intangible benefits.
Case Number	Enter the award case number.
First Year Savings	Enter the monetary amount of first year savings as a result of implementing the suggestion. This field is required for Tangible Benefits only.
Payroll Data	**Instruction**
Stored Acctg Cd	Defaults to stored accounting. To change, uncheck the box.
Agncy Chrgd	Enter the Agency charged for the award.
Pay and/or Process to W-2	Select this radio button if the award will pay and should be included on the IRS Form W-2, Wage and Tax Statement.
Acctg Stat Chrg	Enter the accounting station that should be charged for the award.
For Personnel Action Only	Select this radio button if the action is for documentation only.
Acctg Distrib	Enter the accounting distribution charged.
Address Ind	Select the indicator that shows where the award is to be sent.

Field	Description/Instruction
Justification	Enter the justification for the award.

6. Click **OK** to save the information.

Mass Actions - NTE

To Complete an NTE Mass Action:

1. Select the ***PAR Processing*** menu group.

2. Select the ***Mass Actions*** component. The Mass Actions Employee Select page is displayed.

Figure 52: Mass Actions Employee Select Page

3. Complete the fields as follows:

Field	Description/Instruction

Field	Description/Instruction
Personnel Office ID	Enter the POI or search by clicking the search icon. If data is entered in this field, the Department field must be left blank.
Department	Enter the Department code or search by clicking the search icon. If data is entered in this field, leave the Department field blank.
Select All	Check the box if all of the employees are included in the mass action. If this box is checked, leave the Select box (for an individual employee) unchecked.
Select Individual Employees	Check the box next to the individual employee to be included in the mass action. If this box is checked, leave the Select All box blank.

4. Click the ***NTE Extensions*** link. The NTE Extensions page is displayed.

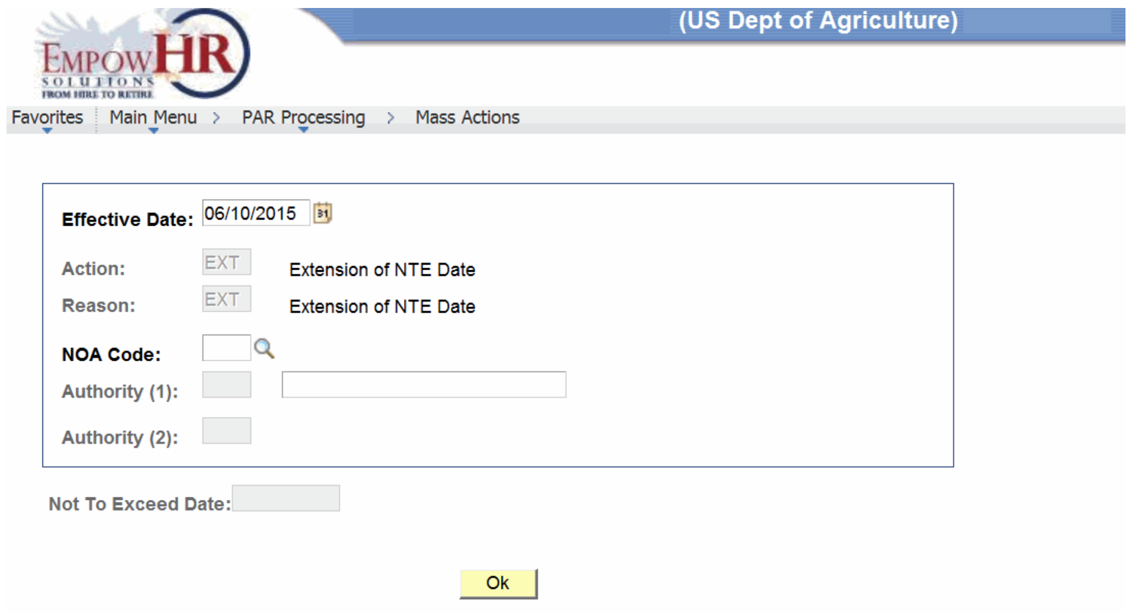


Figure 53: NTE Extensions Page

5. Complete the fields as follows:

Field	Description/Instruction
Effective Date	Enter the date the action begins or select a date from the calendar icon.
Action	Defaults to `Ext`. Populated from the link selected.
Reason	Defaults to `Ext`. Populated from the link selected.
NOA Code	Enter the NOAC or select by clicking the search icon.
Authority (1)	Enter the applicable authority.

Field	Description/Instruction
Authority (2)	Enter the second authority, if applicable.
Not To Exceed Date	Enter the NTE date.

6. Click **OK** to save the information entered.

Departmental Transfer

This topic has been updated to include the new Department Transfer page and note.

When an employee moves from one sub-Agency to another sub-Agency for the same Department and both sub-Agencies use EmpowHR, the gaining Agency must create a Departmental Transfer to change the security access prior to processing a PAR. After the Departmental Transfer is saved, the gaining Agency must process an appropriate PAR to move the employee to the new Agency.

Note: Departmental Transfer option is only used when the employee has an employee ID in EmpowHR.

To Complete a Departmental Transfer:

1. Select the ***PAR Processing*** menu group.

2. Select the ***Departmental Transfer*** component. The Department Transfer page - Find an Existing Value tab is displayed. The information on this page allows the user to locate an existing employee to complete a Departmental transfer.

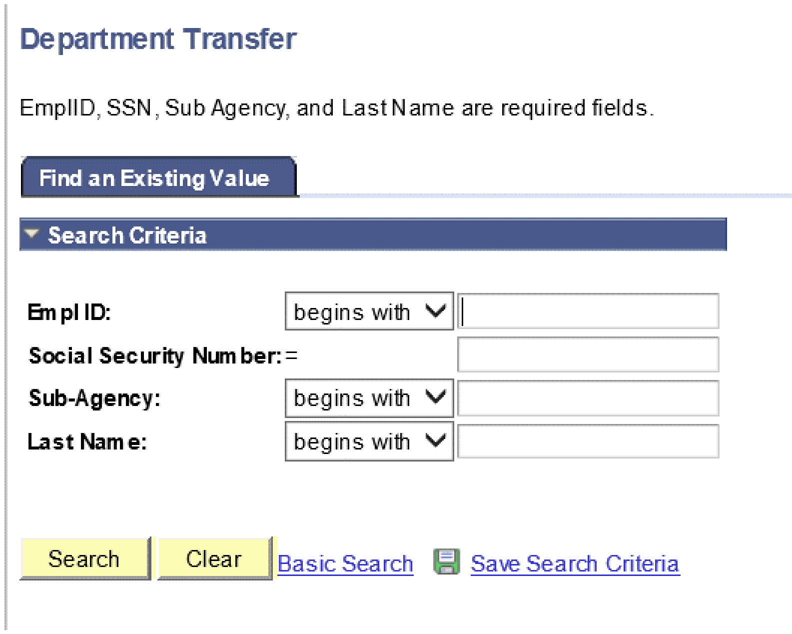


Figure 54: Department Transfer Page

3. Enter the applicable search criteria.

Note: All fields are required.

---

4. Click **Search**. The Departmental Transfer tab is displayed.

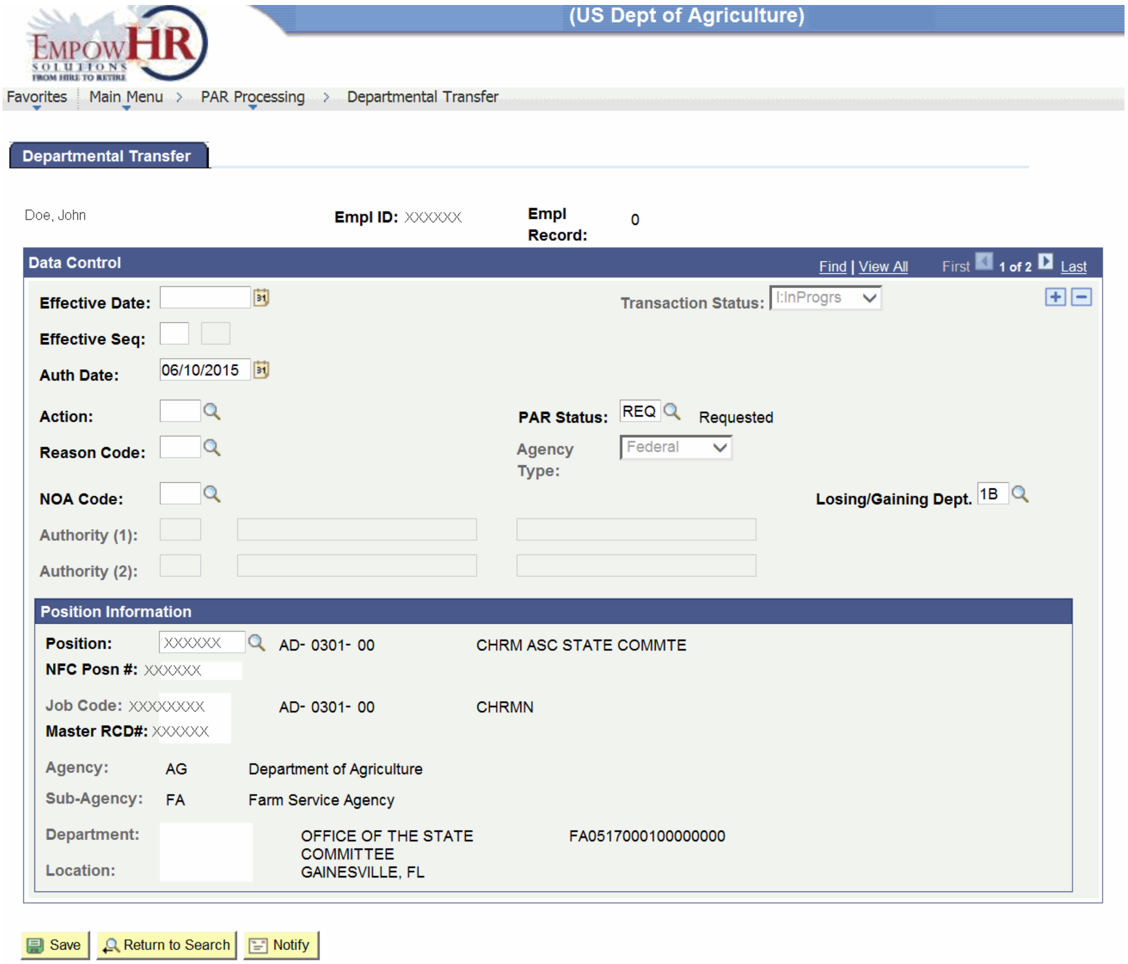


Figure 55: Departmental Transfer Tab

5. Complete the fields as follows:

Field	Description/Instruction
Empl ID	Populated from the search criteria entered.
Empl Record	Displays the number of the record.
Data Control	**Description/Instruction**
Effective Date	Enter the date the employee will move to the new Agency. Enter a date or select a date from the calendar icon.
Transaction Status	Defaults to **`In Progress`** and reflects the status of the transaction. The transaction status changes when the transaction is saved. A Departmental Transfer is not sent to NFC.
Effective Seq	Enter the sequence number of the transfer.

Field	Description/Instruction
Auth Date	Defaults to the current date. This is the date of the authorization. To change, select a date from the calendar icon.
Action	Enter the applicable action or select an action by clicking the search icon that describes moving the employee to the new Agency. After an action is entered or selected, the description is displayed.
PAR Status	Defaults to the status of the PAR. Select a different status by clicking the search icon.
Reason Code	Enter a reason code or select data by clicking on the search icon that describes moving the employee to the new Agency.
Agency Type	Populated with the Agency type.
NOA Code	Enter the NOAC or select a code by clicking the search icon that describes moving the employee to the new Agency.
Losing/Gaining Dept	Enter the applicable code of the losing/gaining Department. Select a code by clicking the search icon.
Authority (1)	Enter the applicable authority or select data by clicking the search icon that describes moving the employee to the new Agency.
Authority (2)	Enter the applicable authority or select data by clicking on the search icon.
Position Information	**Description/Instruction**
Position	Enter the new position number for the employee. The position information is populated from the position number entered for the employee.
NFC Posn #	Populated with the NFC position number.
Job Code	Populated with the job code number.
Master RCD #	Populated with the master record number.
Agency	Populated with the Agency information.
Sub-Agency	Populated with the sub-Agency information.
Department	Populated with the Department information.
Location	Populated with the location information.

6. Click **Save**. The Departmental Transfer is complete, and the PAR Processing tabs are displayed to allow the entry of a PAR to move the employee to the new Agency/position.

7. Complete the applicable information.

8. Click **Save**. The Departmental Transfer is completed.

Employee Security Clearance

This option is used by Security Officers only.

To Modify an Employee Security Clearance:

1. Select the ***PAR Processing*** menu group.
2. Select the ***Employee Security Clearance*** component. The Employee Security Clearance page - Find an Existing Value tab is displayed. The information on this page allows the user to locate an existing employee to update an employee's security clearance.

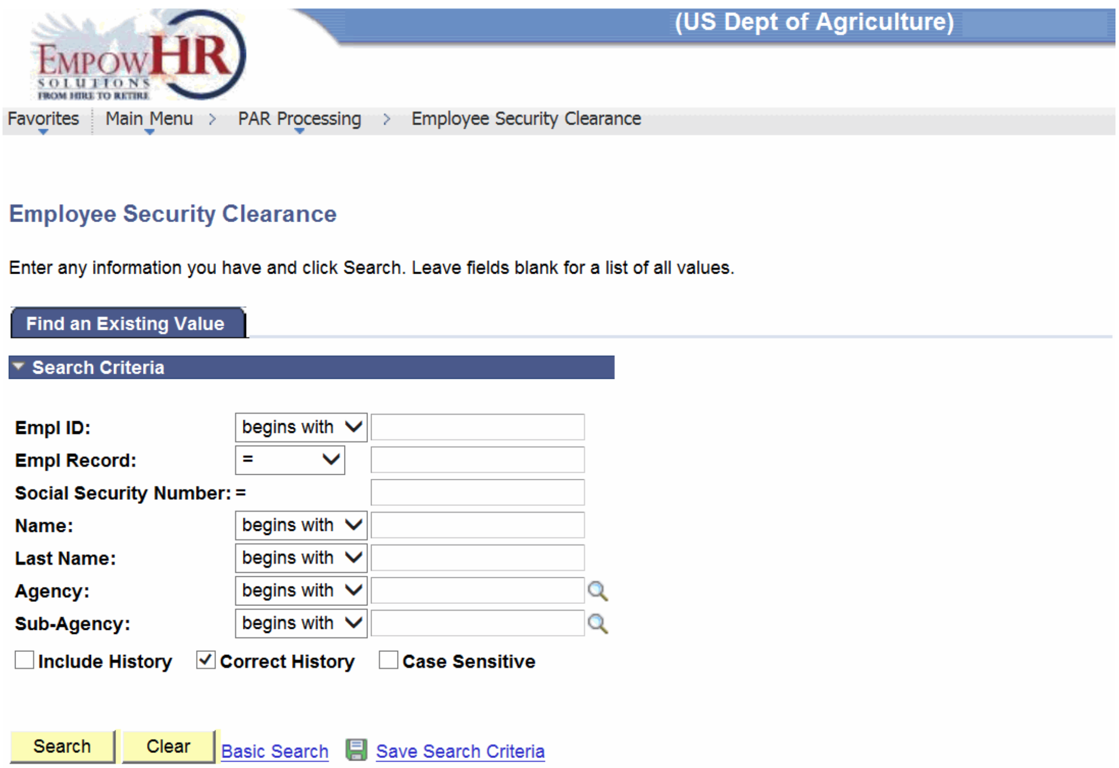


Figure 56: Employee Security Clearance Page - Find an Existing Value Tab

3. Enter the applicable search criteria.

4. Click **Search**. The Employee Security Clearance tab is displayed.

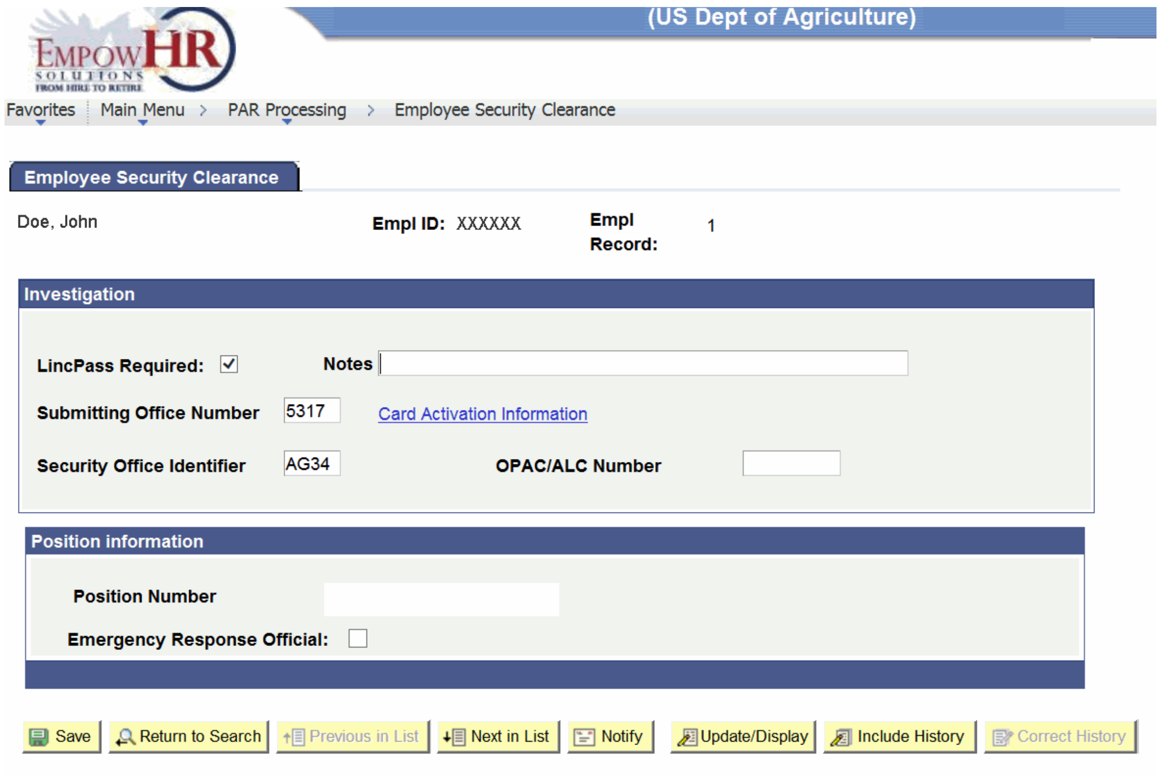


Figure 57: Employee Security Clearance Tab

5. Complete the fields as follows:

Field	**Description/Instruction**
Empl ID	Populated from the employee selected on the Find an Existing Value page. This is a unique ID assigned by EmpowHR.
Empl Record	The record number for a security clearance for the selected employee.
Investigation	**Instruction**
LincPass Required	Check this box if a LincPass is required for the employee.
Notes	Enter any applicable notes for the security clearance record.
Submitting Office Number	Enter the POI of the employee's office.
Security Office Identifier	Enter the number for the security office where the clearance took place.
OPAC/ALC Number	Enter the applicable number.
Position Information	**Description/Instruction**
Position Number	Populated with the position number and literal for the employee's position.

Field	Description/Instruction
Emergency Response Official	Check this box if the employee is an emergency-response official.

6. Click the ***Card Activation Information*** link. The Card Activation Mailing Information page is displayed.

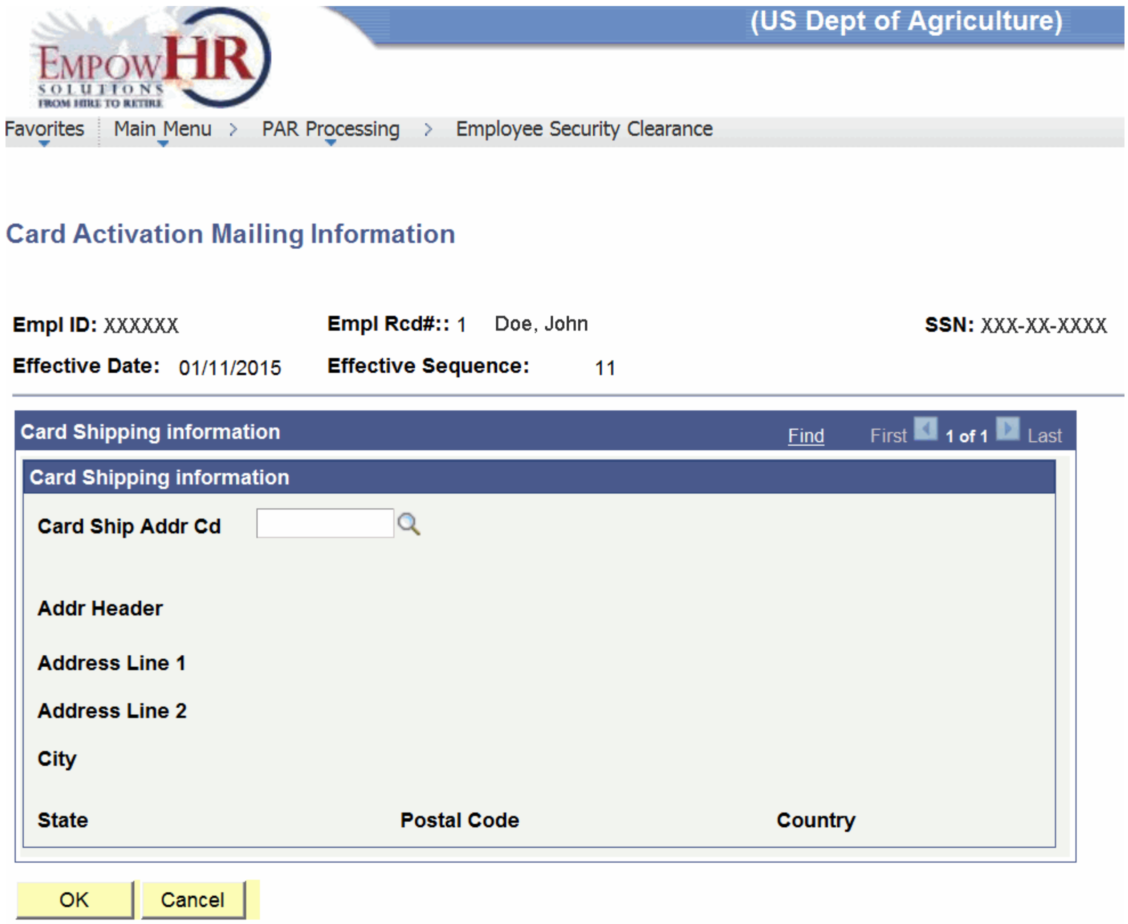


Figure 58: Card Activation Mailing Information Page

7. Complete the fields as follows:

Field	Description/Instruction
Empl ID	Populated with the employee ID.
Empl Rcd #	Populated with the record number of the security clearance.
SSN	Populated with the SSN of the employee.
Effective Date	Populated with the effective date of the security clearance.
Effective Sequence	Populated with the sequence number of the security clearance.

Field	Description/Instruction
Card Shipping Information	**Description/Instruction**
Card Ship Addr Cd	Enter the applicable code or select data by clicking the search icon. The fields on the page are populated after the selection is made.
Addr Header	Populated with the address information.
Address Line 1	Populated with the first line of the address.
Address Line 2	Populated with the second line of the address, if applicable.
City	Populated with the city.
State	Populated with the State.
Postal Code	Populated with the ZIP Code.
Country	Populated with the country.

8. Click **OK** to save the information entered. The Employee Security Clearance page is displayed.

OR

Click **Cancel**. The Employee Security Clearance page is displayed.

HR Reports

The ***HR Reports*** option provides a group of standard reports.

When reports are generated, the output is formatted as a portable document format (PDF) file, which the user can view, print, and save using Adobe Acrobat Reader.

The following reporting options are available:

- Run an existing query.
- Create/build a basic query.
- Run a basic query.
- Add criteria to query.
- Update an existing query.
- Send query results to an Excel spreadsheet.
- Run a standard report.
- Select a report.
- View report output.
- Set up a Run Control ID.

This section includes the following topics:

NFC Reconciliation Report

The NFC Reconciliation Report identifies discrepancies between EmpowHR data and PPS data for selected data fields.

To Enter or Modify Data for the NFC Reconciliation Report:

1. Select the ***HR Reports*** menu group.

2. Select the ***NFC Reconciliation Report*** component. The NFC Reconciliation Report page - Find an Existing Value tab is displayed to locate an existing report.

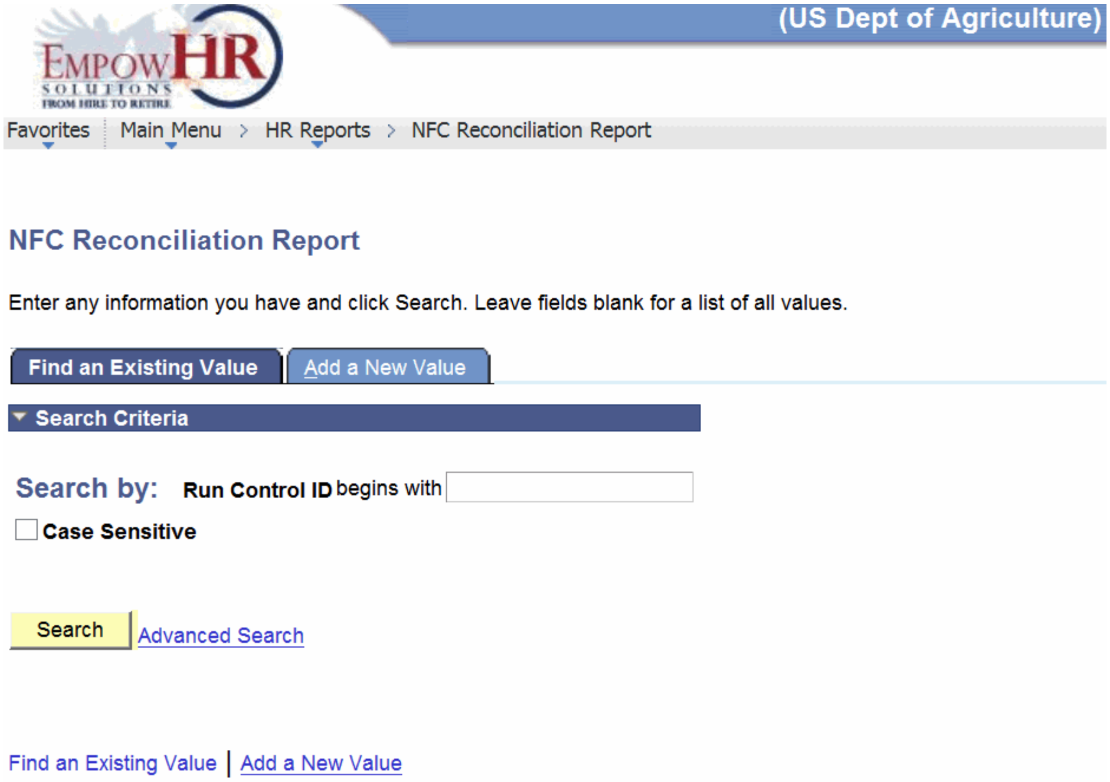


Figure 59: NFC Reconciliation Report Page - Find an Existing Value Tab

3. Enter the applicable search criteria.

4. Click **Search**. The NFC Reconciliation page is displayed.

OR

Select the ***Add a New Value*** tab. The NFC Reconciliation Report page - Add a New Value tab is displayed to add a new report.

Figure 60: NFC Reconciliation Report Page - Add a New Value Tab

5. Complete the field as follows.

Field	Instruction
Run Control ID	Enter the applicable information. The run control ID is a unique number the user assigns to run a report.

6. Click **Add**. The NFC Reconciliation tab is displayed.

Figure 61: NFC Reconciliation Tab

7. Complete the fields as follows:

Field	Description/Instruction
Run Control ID	Generated by system from the NFC Reconciliation Report page.
NFC Reconciliation Report	**Instruction**
***Agency**	Required field. Enter the two-position Agency (alpha/numeric Department code) for the report or search for data by clicking the search icon.
***Sub-Agency**	Required field. Enter the two-position sub-Agency (alpha numeric Agency code) or search for data by clicking the search icon.
***POI**	Required field. Enter the four-position POI or select data by clicking the search icon.
Department	Enter the Department code or search for data by clicking the search icon. The Department Look Up page is displayed.

8. Click **Run** to run the report. For more information, refer to the EmpowHR Reporting procedure manual located under the HR and Payroll Processing category on the Publications page of the NFC Web site.

At this point the following options are available:

Step	Description
Click **Save**	Saves the record.
Click **Return to Search**	Returns the user to the applicable page to search for another record.
Click **Notify**	Notifies the next individual in the workflow.
Click **Add**	Returns the user to the applicable page to add another report.
Click **Update/Display**	Returns the user to the applicable page to update the data entered.

PAR Error Messages

The PAR Error Messages Report allows the user to view or delete PAR error messages.

To View the PAR Error Messages Report:

1. Select the ***HR Reports*** menu group.

2. Select the ***PAR Error Messages*** component. The PAR Error Messages page - Specify one or more field combinations to narrow your search tab is displayed to locate an existing report.

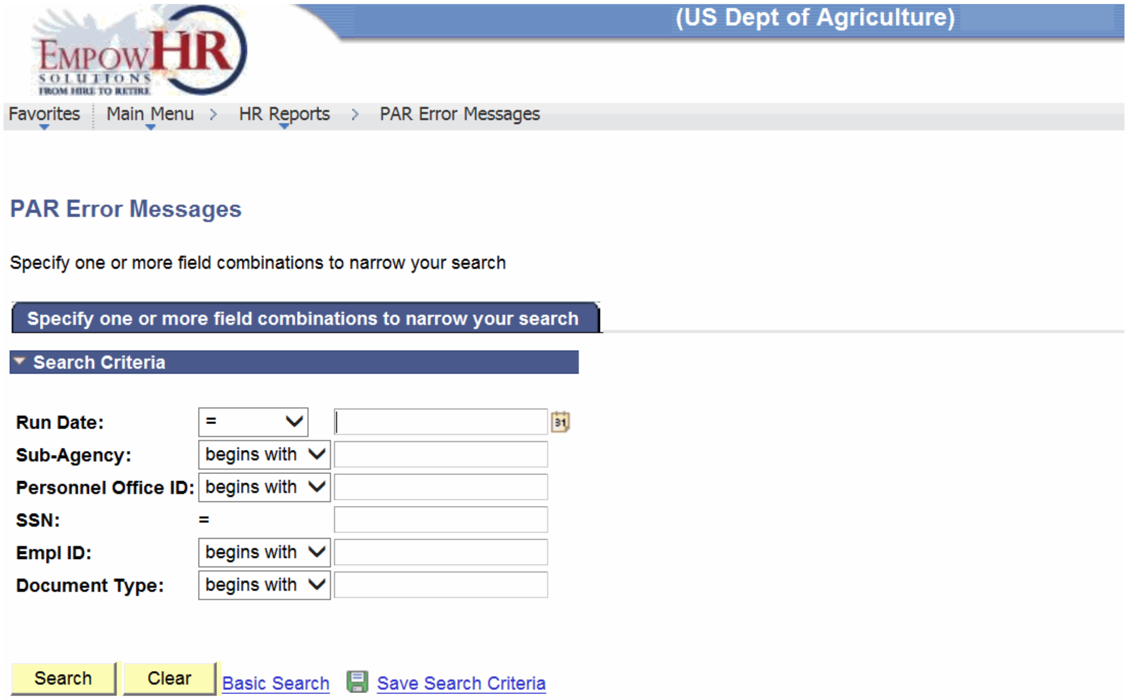


Figure 62: PAR Error Messages Page - Specify one or more field combinations to narrow your search Tab

3. Enter the applicable search criteria.

4. Click **Search**. The PAR Error Messages page is displayed. The page reflects the transaction(s) in an **`Unapplied`** status.

OR

Click **Clear** to enter new criteria.

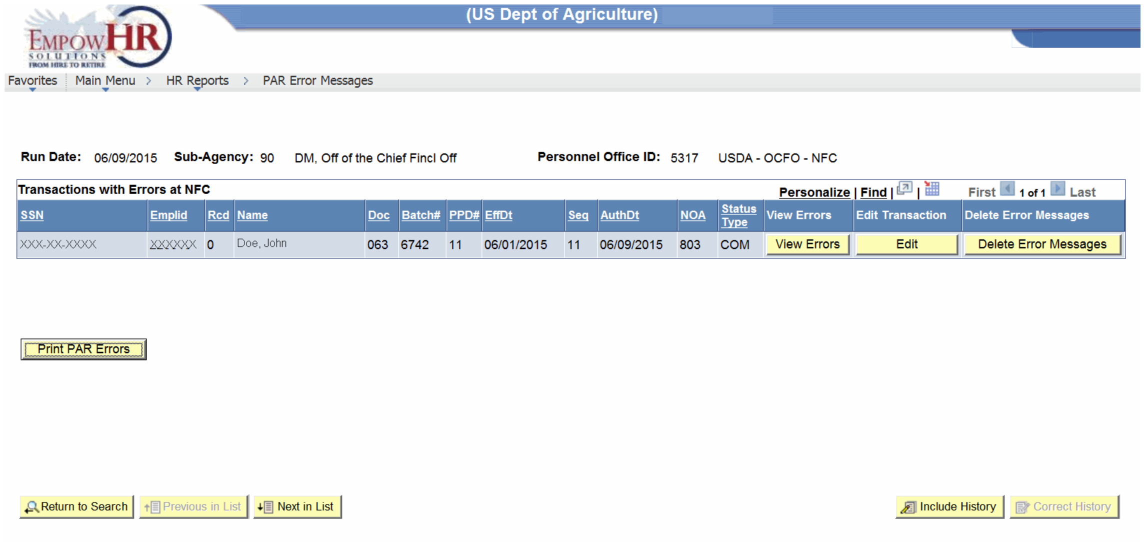


Figure 63: PAR Error Messages Page

At this point, the following options are available:

Step	Description
Click **View Errors**	Displays the View PAR Error Messages page to view the errors for the applicable transaction.
Click **Edit**	Displays the details for the applicable transaction.
Click **Delete Error Messages**	Displays a Confirmation popup to delete the applicable transaction.
Click **Print PAR Errors**	Allows the printing of the PAR errors.
Click **Return to Search**	Returns to the applicable page to search for another report.
Click **Previous in List**	Returns to the previous person in the list.
Click **Next in List**	Advances to the next person in the list.
Click **Include History**	Includes historical data.
Click **Correct History**	Returns the user to the applicable page to correct history data.

PAR Error Messages (HD)

This section explains how to view or delete PAR error messages on a report.

To View or Modify the PAR Error Messages (HD) Report:

1. Select the ***HR Reports*** menu group.

2. Select the ***PAR Error Messages (HD)*** component. The Par Error Messages (HD) page - Specify one or more field combinations to narrow your search tab is displayed.

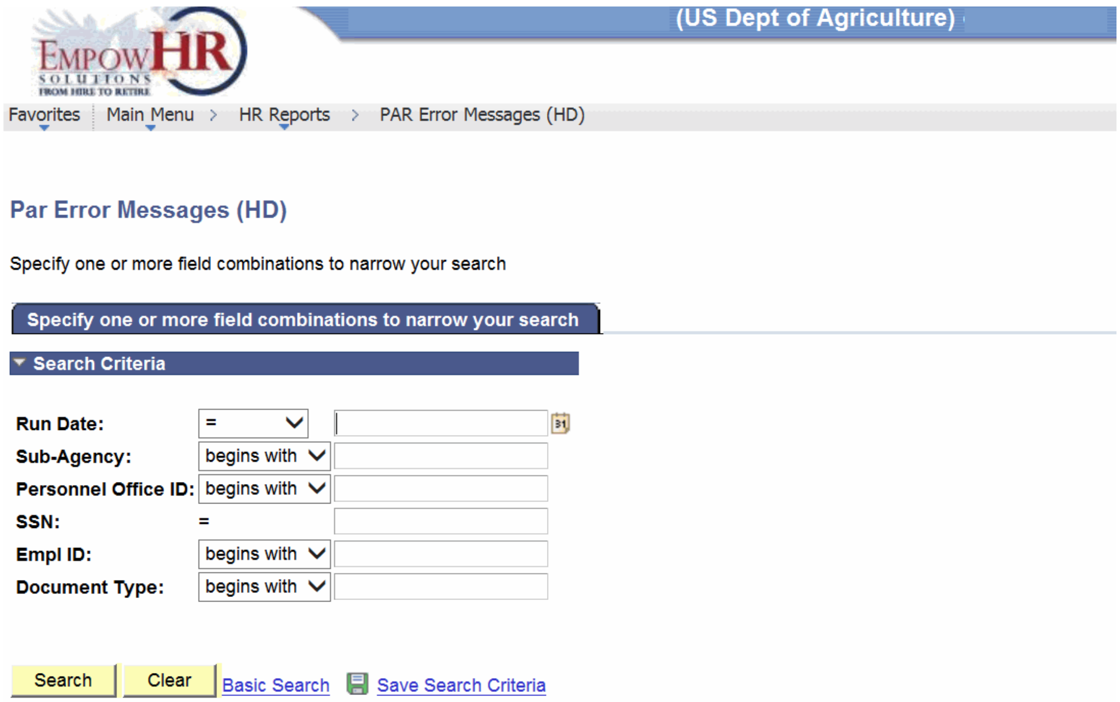


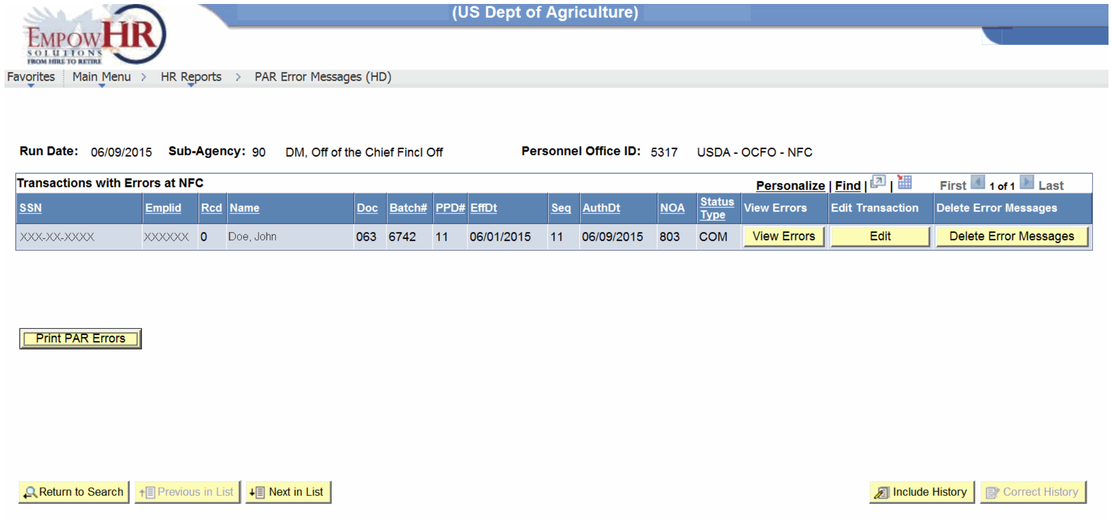
Figure 64: PAR Error Messages (HD) Page - Specify one or more field combinations to narrow your search

3. Enter the applicable search criteria.

4. Click **Search**. The PAR Error Messages (HD) page is displayed. The page reflects the transaction(s) with an **`Unapplied`** status.

   OR

   Click **Clear** to enter new criteria.



At this point, the following options are available:

Step	Description
Click **View Errors**	Displays the View PAR Error Messages (HD) page to view the errors for the applicable transaction.
Click **Edit**	Displays the details for the applicable transaction.
Click **Delete Error Messages**	Displays a Confirmation popup to delete the applicable transaction.
Click **Print PAR Errors**	Allows the printing of the PAR errors.
Click **Return to Search**	Returns to the applicable page to search for another report.
Click **Previous in List**	Returns to the previous person in the list.
Click **Next in List**	Advances to the next person in the list.
Click **Include History**	Includes historical data.
Click **Correct History**	Returns the user to the applicable page to correct history data.

Personnel Action History Report

This Personnel Action History Report lists all employees affected by the Job Actions entered on the Run Control page. (e.g., hire, promotion, realignment.)

To View the Personnel Action History Report:

1. Select the ***HR Reports*** menu group.

2. Select the ***Personnel Action History Rept*** component. The Personnel Action History Rept page - Find an Existing Value tab is displayed to locate a report that has been created.

Figure 65: Personnel Action History Rept Page - Find an Existing Value Tab

3. Enter the applicable search criteria.

4. Click **Search**. The Action History Report page is displayed.

OR

Select the ***Add a New Value*** tab. The Personnel Action History Rept page - Add a New Value tab is displayed to add a new report.

Figure 66: Personnel Action History Rept Page - Add a New Value Tab

5. Click **Add**. The Action History Report page is displayed.

Figure 67: Action History Report Tab

6. Complete the fields as follows:

Field	Description/Instruction
Run Control ID	Enter the applicable information. The run control ID is a unique number the user assigns to run a report.
Language	Defaults to **`English`**. To change, select the applicable language from the drop-down list.
Report Request Parameters	**Instruction**
From Date	Enter the from date or select a date from the calendar icon.
End Date	Enter the end date or select a date from the calendar icon.
Actions	**Instruction**
***Action**	Required field. Select the type of action to be included in the report from the drop-down list.

7. Click **Save**.

At this point the following options are available:

Step	Description
Click **Return to Search**	Returns the user to the applicable page to search for another record.

Click **Notify**	Notifies the next individual in the workflow.
Click **Add**	Returns the user to the applicable page to add another report.
Click **Update/Display**	Returns the user to the applicable page to update the data entered.

Temporary Employees Report

The Temporary Employees Report provides an alphabetical list of all workers marked as temporary, along with the length of service and other details of employment.

To View the Temporary Employees Report:

1. Select the ***HR Reports*** menu group.
2. Select the ***Temporary Employees Report*** component. The Temporary Employees page - Find an Existing Value tab is displayed.

Figure 68: Temporary Employees Report Page - Find an Existing Value Tab

3. Enter the applicable search criteria.
4. Click **Search**. The Temporary Employees tab is displayed.

OR

Select the ***Add a New Value*** tab. The Temporary Employees page - Add a New Value tab is displayed to add a new report.

Figure 69: Temporary Employees Report Page - Add a New Value Tab

5. Click **Add**. The Temporary Employees tab is displayed.

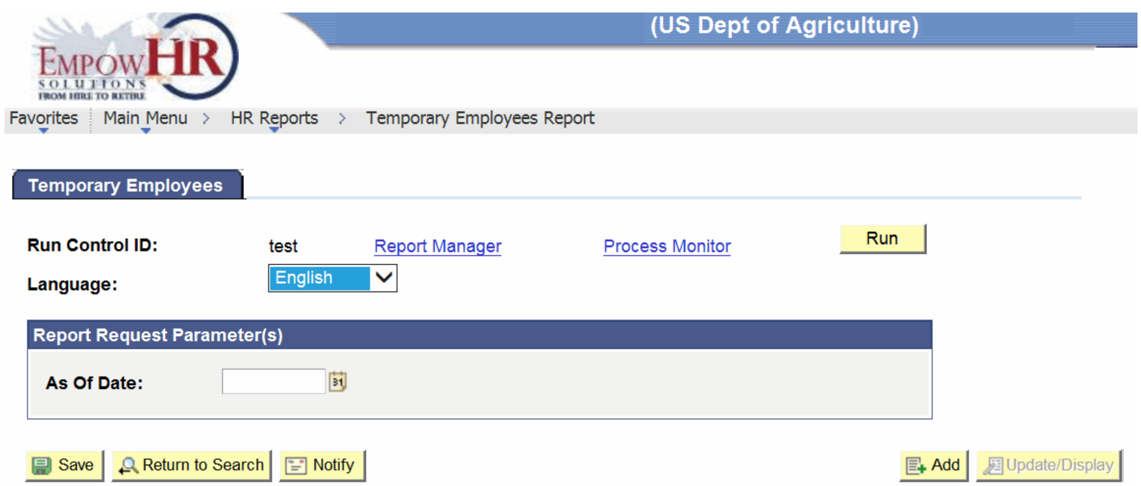


Figure 70: Temporary Employees Tab

6. Complete the fields as follows:

Field	Description/Instruction

Field	Description/Instruction
Run Control ID	Populated from the search criteria entered.
Language	Defaults to **English**. To change, select the applicable language from the drop-down list.
Report Request Parameter(s)	**Instruction**
As-of Date	Enter the date of the report or select a date from the calendar icon.

7. Click **Save**.

   At this point, the following options are available:

Steps	Description
Click **Return to Search**	Returns the user to the applicable page to search for another record.
Click **Notify**	Notifies the next user in the workflow.
Click **Add**	Returns the user to the applicable page to adds another report.
Click **Update/Display**	Returns the user to the applicable page to update the data entered.

8. Click the **Report Manager**. For more information refer to the EmpowHR Reporting procedure manual located under the HR and Payroll Processing category on the Publications page of the NFC Web site.

   OR

   Click **Process Monitor**. For more information refer to the EmpowHR Reporting procedure manual located under the HR and Payroll Processing category on the Publications page of the NFC Web site.

   OR

   Click **Run**. For more information refer to the EmpowHR Reporting procedure manual located under the HR and Payroll Processing category on the Publications page of the NFC Web site.

Years of Service Report

The Years of Service Report lists workers who have completed the number of years of service as of the point in time that is specified. This report is used as a reminder of the employees who are eligible for vested benefits plans or service recognition awards.

To View the Years of Service Report:

1. Select the ***HR Reports*** menu group.

2. Select the ***Years of Service Report*** component. The Years of Service page - Find an Existing Value tab is displayed.

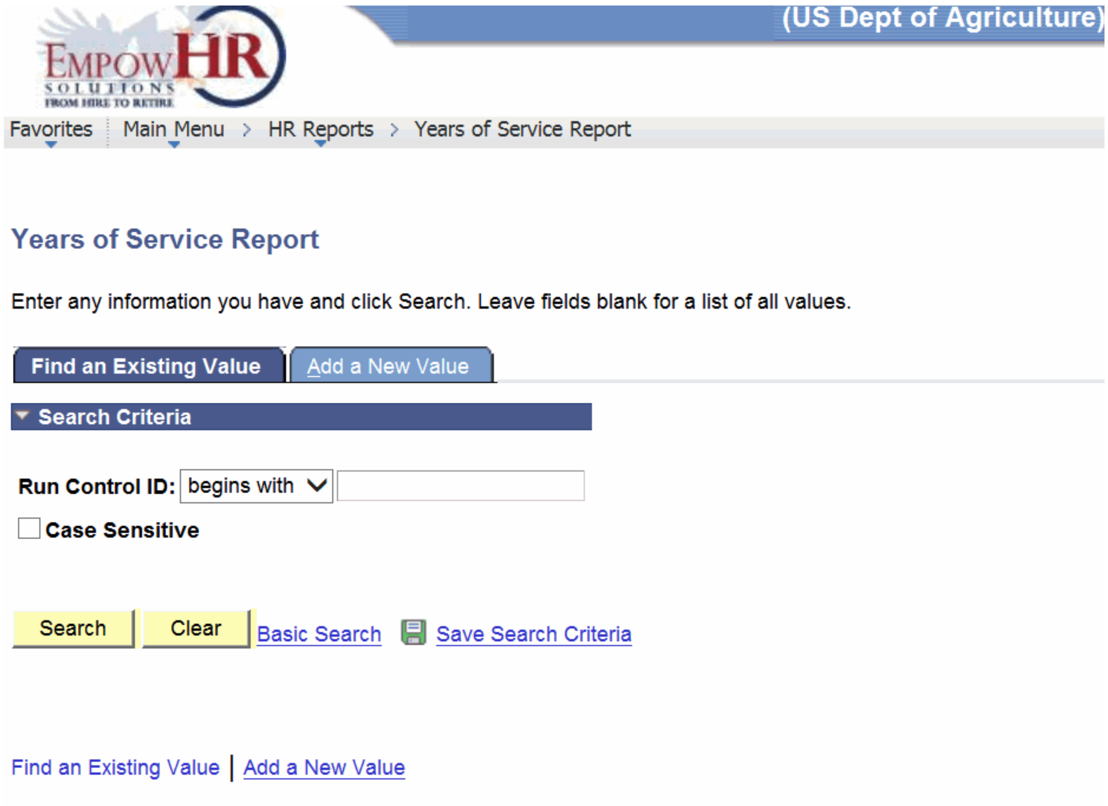


Figure 71: Years of Service Report Page - Find an Existing Value Tab

3. Enter the applicable search criteria.

4. Click **Search**. The Years of Service Report tab is displayed.

OR

Select the ***Add a New Value*** tab. The Years of Service Report page - Add a New Value tab is displayed to add a new report.

Figure 72: Years of Service Report Page - Add a New Value Tab

5. Click **Add**. The Years of Service tab is displayed.

Figure 73: Years of Service Tab

6. Complete the fields as follows:

Field	Description/Instruction
Run Control ID	Populated from the search criteria entered.
Language	Defaults to `English`. To change, select the applicable language from the drop-down list.
Report Request Parameters	**Instruction**
As Of Date	Enter the date of the report or select a date from the calendar icon.
Years of Service	Enter the number of years of service that will be included in the report.

7. Click **Save**.

   At this point, the following options are available:

Step	Description
Click **Return to Search**	Returns the user to the applicable page to search for another record.
Click **Notify**	Notifies the next individual in the workflow.
Click **Update/Display**	Returns the user to the applicable page to update the data entered.
Click **Add**	Returns the user to the applicable page to add another report.

8. Click the **Report Manager**. For more information refer to the EmpowHR Reporting procedure manual located under the HR and Payroll Processing category on the Publications page of the NFC Web site.

   OR

   Click **Process Monitor**. For more information refer to the EmpowHR Reporting procedure manual located under the HR and Payroll Processing category on the Publications page of the NFC Web site.

   OR

   Click **Run**. For more information refer to the EmpowHR Reporting procedure manual located under the HR and Payroll Processing category on the Publications page of the NFC Web site.

Emergency Contacts Report

The Emergency Contacts Report allows the user to add a new report or run an existing report to view employee's contact information.

To View or Modify the Emergency Contacts Report:

1. Select the ***HR Reports*** menu group.

2. Select the ***Emergency Contact*** component. The Emergency Contact page - Find an Existing Value tab is displayed.

Figure 74: Emergency Contact Page - Find an Existing Value Tab

3. Enter the applicable search criteria.

4. Click **Search**. The Emergency Contact page -Contact Address/Phone tab is displayed.

OR

Click **Clear** to clear the fields.

Figure 75: Emergency Contact Page - Contact Address/Phone Tab

5. Complete the fields as follows:

Emergency Contact	Description/Instruction
Person ID	Populated with the name selected from the Find an Existing Value tab.
Contact Name	Populated with emergency contact information previously entered. If no emergency contact information has been entered, this field is blank. You cannot enter data in this field.
***First**	Required field. Enter the emergency contact’s first name.
Middle Name	Enter the emergency contact’s middle name, if applicable.

Emergency Contact	Description/Instruction
***Last Name**	Required field. Enter the emergency contact's last name.
Name Suffix	Enter the emergency contact's name suffix, if applicable. You can also click the icon to select the applicable suffix.
***Relationship to Employee**	Required field. Click the down arrow to select the emergency contact's relationship to the employee.
Primary Contact	Check this box if this person is the employee's primary emergency contact.
Same Address as Employee	Check this box if this person has the same address as the employee.
Same Phone as Employee	Check this box if this person has the same phone number as the employee.
Contact Address	**Description/Instruction**
Country	Defaults to **USA**. To change, type the three-position alpha country code or click the icon to search for the applicable country.
Address	Displays the address of the emergency contact. To add/modify an address, click ***Edit Address*** to open an Edit Address page.
Contact Phone	**Instruction**
Phone	Enter the emergency contact's telephone number including area code.

6. Select the ***Other Phone Numbers*** tab to open the Emergency Contact Report page - Other Phone Numbers tab.

Figure 76: Emergency Contact Report Page - Other Phone Numbers Tab

7. Complete the fields as follows:

Field	**Description/Instruction**
Person ID	Populated with the name selected from the Find an Existing Value tab.
Emergency Contact	**Description**
Contact Name	Populated with the emergency contact's name.
Relationship to Employee	Populated with the relationship selected on the Emergency Contacts Report (Contact Address/Phone tab) page.
Primary Contact	Checked if the Primary Contact box was checked on the Emergency Contacts Report (Contact Address/Phone tab) page.
Other Phone Numbers for Emergency Contact	**Instruction**
***Phone Type**	Required field. Click the down arrow to select the type of phone number for the alternate type of phone number being entered on this page.

Field	Description/Instruction
Phone	Enter the alternate phone number corresponding to the Phone Type selected.

8. Click **Save**.

   At this point the following options are available:

Step	Description
Click **Return to Search**	Returns the user to the applicable page to search for another record.
Click **Previous in List**	Returns to the previous person in the list.
Click **Next in List**	Advances to the next person in the list.
Click **Notify**	Notifies the next individual in the workflow.

Departmental Salaries Report

The Departmental Salaries Report lists the employees by Department. It displays the Employee Type, Full/Part-time, Regular/Temporary, Job Title, Pay Rate, and Grade for each employee. The report also displays the total number of employees in every Department and categorizes them based on Employment Status. For example; **`3 Salaried`**, **`3 Full-time`**, **`0 Part-time, 0 Temporary, and 0 Permanent`**.

To View the Departmental Salaries Report:

1. Select the ***HR Reports*** menu group.

2. Select the ***Departmental Salaries Report*** component. The Departmental Salaries Report page - Find an Existing Value tab is displayed to locate an existing report.

Figure 77: Departmental Salaries Report Page - Find an Existing Value Tab

3. Enter the search criteria.

4. Click **Search**. The Prcsruncntl page is displayed.

OR

Select the ***Add a New Value*** tab. The Departmental Salaries Report page - Add a New Value tab is displayed to add a new report.

Figure 78: Departmental Salaries Report Page - Add a New Value Tab

5. Click **Add**. The Prcsruncntl tab is displayed.

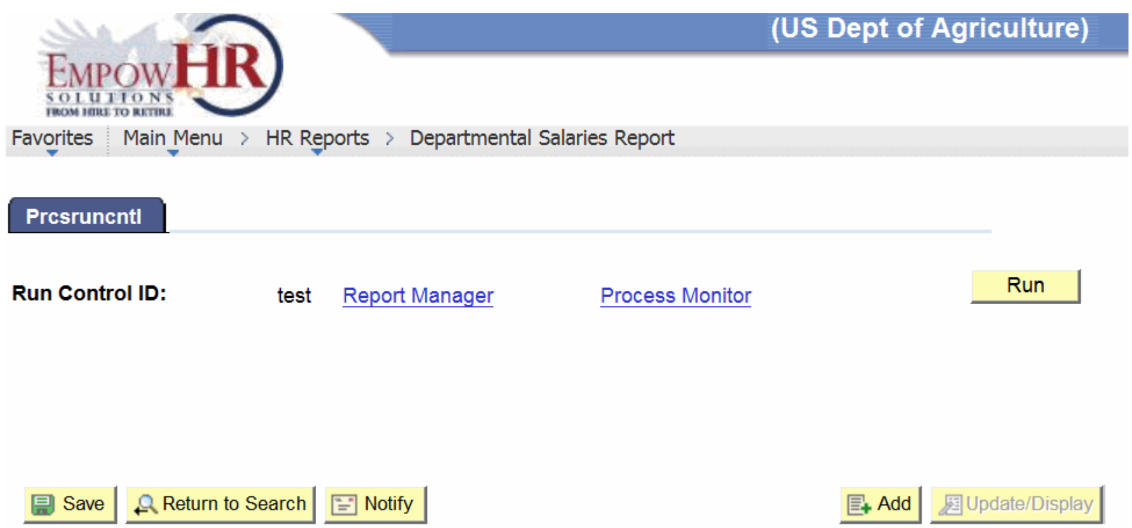


Figure 79: Prcsruncntl Page Tab

6. Click **Run**. The Process Scheduler Request page - Departmental Salaries report is displayed.

OR

Click the **Report Manager**. For more information refer to the EmpowHR Reporting procedure manual located under the HR and Payroll Processing category on the Publications page of the NFC Web site.

OR

Click **Process Monitor**. For more information refer to the EmpowHR Reporting procedure manual located under the HR and Payroll Processing category on the Publications page of the NFC Web site.

At this point the following options are available:

Step	Description
Click **Return to Search**	Returns the user to the applicable page to search for another record.
Click **Notify**	Notifies the next individual in the workflow.
Click **Add**	Returns the user to the applicable page to add another record.
Click **Update/Display**	Returns the user to the applicable page to update the data entered.

WGI Due Report

The WGI Due Report allows the user to view employees that have within-grade increases (WGI) due.

Note: The WGI Due Report is displayed as the WIG Due Report.

To View or Modify the WIG Report:

1. Select the ***HR Reports*** menu group.

2. Select the ***WIG Due Report*** component. The WIG Due Report page - Find an Existing Value tab is displayed.

Figure 80: WIG Due Report Page - Find an Existing Value Tab

3. Enter the applicable search criteria.

4. Click **Search**. The Runctl Fromthru page is displayed.

OR

Select the ***Add a New Value*** tab. The WIG Due Report page - Add a New Value tab is displayed to add a new report.

Figure 81: WIG Due Report Page - Add a New Value Tab

5. Click **Add**. The Runctl Fromthru tab is displayed.

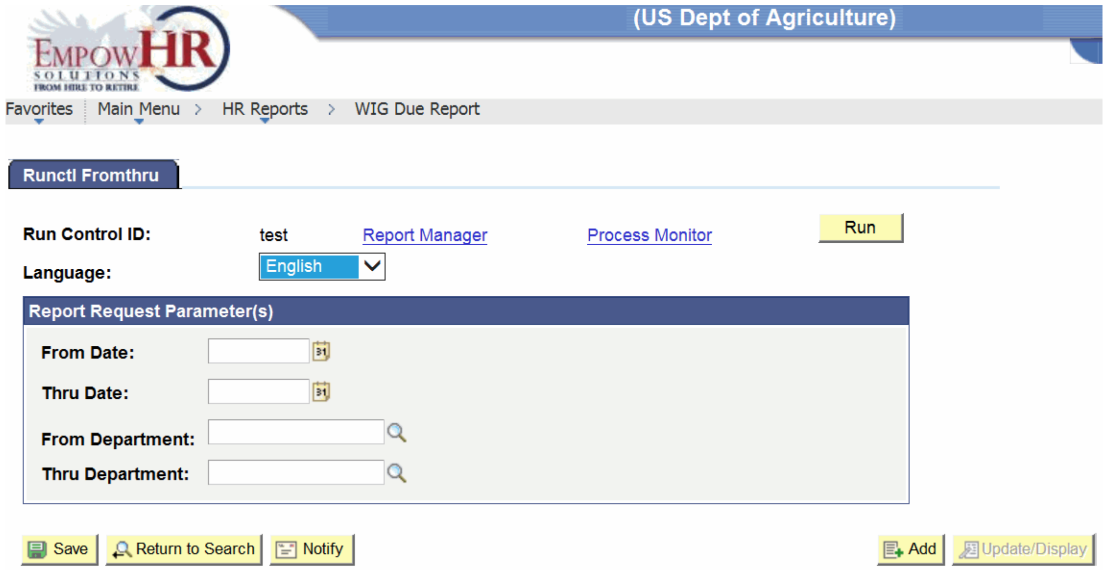


Figure 82: Runctl Fromthru Tab

6. Complete the fields as follows:

Field	Description/Instruction
Run Control ID:	Displays a unique number of the user assigned to the report.
Language	Defaults to **`English`**. To change, select the applicable language from the drop-down list.
Report Request Parameter(s)	**Instruction**
From Date	Enter the from date or select a date from the calendar icon.
Thru Date	Enter the through date or select a date from the calendar icon.
From Department	Select a from Department or select data by clicking the search icon.
Thru Department	Select a through Department or select data by clicking the search icon.

7. Click **Run**. The Progress Scheduler Request page is displayed.

OR

Click the **Report Manager**. For more information refer to the EmpowHR Reporting procedure manual located under the HR and Payroll Processing category on the Publications page of the NFC Web site.

OR

Click **Process Monitor**. For more information refer to the EmpowHR Reporting procedure manual located under the HR and Payroll Processing category on the Publications page of the NFC Web site.

At this point the following options are available:

Step	Description
Click **Return to Search**	Returns the user to the applicable page to search for another record.
Click **Notify**	Notifies the next individual in the workflow.

Performance Appraisals Given Report

The Performance Appraisals Given Report reflects the performance appraisals given by a Department.

To View or Modify the Performance Appraisals Given Report:

1. Select the ***HR Reports*** menu group.

2. Select the ***Perf Appraisals Given Report*** component. The Perf Appraisals Given Report page - Find an Existing Value tab is displayed.

Figure 83: Perf Appraisals Given Report Page - Find an Existing Value Tab

3. Enter the applicable search criteria.

4. Click **Search**.

OR

Select the ***Add a New Value*** tab. The Perf Appraisals Given Report Page - Add a New Value tab is displayed.

Figure 84: Perf Appraisals Given Report Page - Add a New Value Tab

5. Complete the field as follows:

Field	Description/Instruction
Run Control ID	The run control ID is a unique number the user assigns to run a report. Enter the applicable information.

6. Click **Add**. The Perf Appraisals Given Report page - Runctl Fromthru tab is displayed.

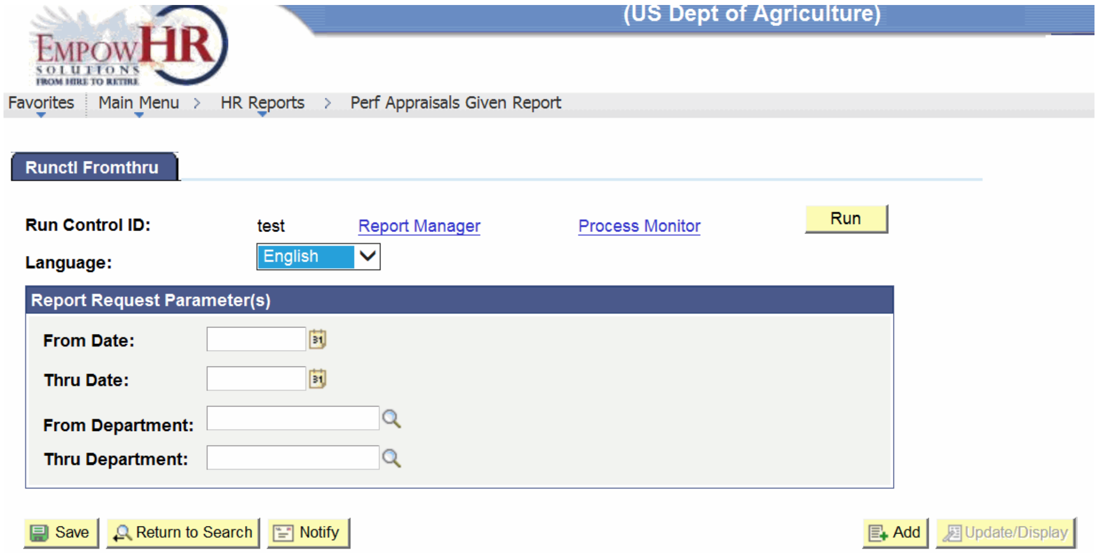


Figure 85: Perf Appraisals Given Report Page - Runctl Fromthru Tab

7. Complete the fields as follows:

Field	Description/Instruction
Language	Defaults to **`English`**. To change, select the applicable language from the drop-down list.
From Date	Enter a from date for the report or select a date from the calendar icon.
Thru Date	Enter the through date for the report or select a date from the calendar icon.
From Department	Enter the from Department for the report or select data by clicking the search icon.
Thru Department	Enter the through Department for the report or select data by clicking the search icon.

8. Click **Run**. The Process Schedule Request page is displayed.

OR

Click the **Report Manager**. For more information refer to the EmpowHR Reporting procedure manual located under the HR and Payroll Processing category on the Publications page of the NFC Web site.

OR

Click **Process Monitor**. For more information refer to the EmpowHR Reporting procedure manual located under the HR and Payroll Processing category on the Publications page of the NFC Web site.

At this point the following options are available:

Step	Description
Click **Return to Search**	Returns the user to the applicable page to search for another record.
Click **Notify**	Notifies the next individual in the workflow.
Click **Add**	Returns the user to the applicable page to add another report.
Click **Update/Display**	Returns the user to the applicable page to update the data entered.

Performance Appraisals Due Report

The Performance Appraisals Due Report reflect the performance appraisals due by Department.

To View or Modify the Performance Appraisals Due Report:

1. Select the ***HR Reports*** menu group.

2. Select the ***Perf Appraisals Due Report*** component. The Perf Appraisals Due Report page - Find an Existing Value tab is displayed.

Figure 86: Perf Appraisals Due Report - Find an Existing Value Tab

3. Enter the applicable search criteria.

4. Click **Search**. The Appraisals Due tab is displayed.

OR

Select the ***Add a New Value*** tab. The Perf Appraisals Due Report page - Add a New Value tab is displayed.

Figure 87: Perf Appraisals Due Report - Add a New Value Tab

5. Complete the field as follows:

Field	Description/Instruction
Run Control ID	The run control ID is a unique number the user assigns to run a report. Enter the applicable information.

6. Click **Add**. The Appraisals Due tab is displayed.

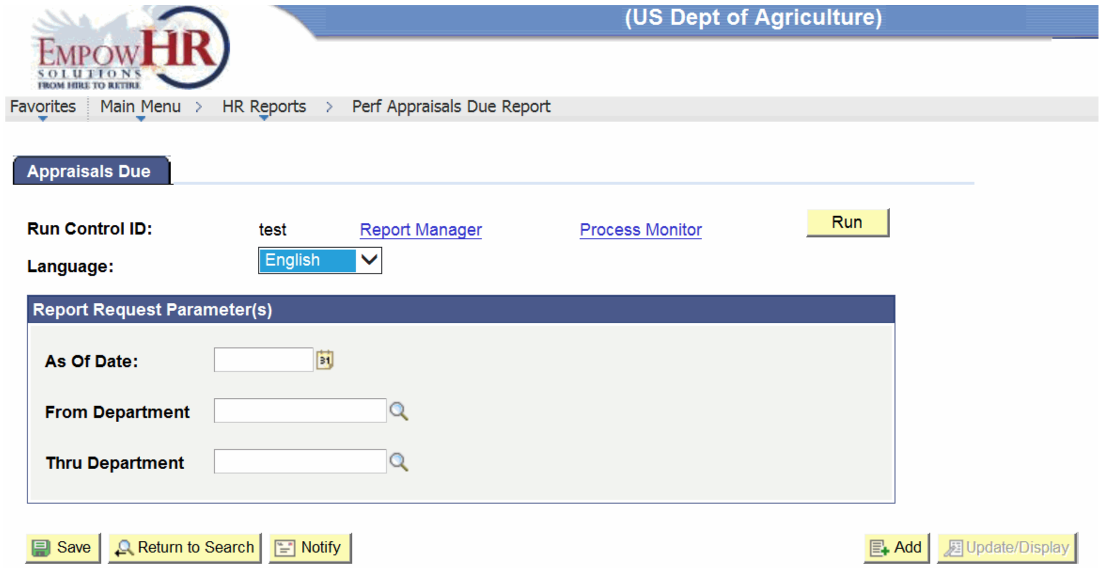


Figure 88: Appraisals Due Tab

7. Complete the fields as follows:

Field	Description/Instruction
Run Control ID	Populated from the search criteria entered.
Language	Defaults to **`English`**. To change, select the applicable language from the drop-down list.
Report Request Parameter(s)	**Instruction**
As Of Date	Enter a from date for the report or select a date from the calendar icon.
From Department	Enter the from Department for the report or select data by clicking the search icon.
Thru Department	Enter the through Department for the report or select data by clicking the search icon.

8. Click **Run**. The Perf Appraisals Due Report page - Process Scheduler Request tab is displayed.

OR

Click the **Report Manager**. For more information refer to the EmpowHR Reporting procedure manual located under the HR and Payroll Processing category on the Publications page of the NFC Web site.

OR

Click **Process Monitor**. For more information refer to the EmpowHR Reporting procedure manual located under the HR and Payroll Processing category on the Publications page of the NFC Web site.

At this point, the following options are available:

Step	Description
Click **Save**	Saves the record.
Click **Return to Search**	Returns the user to the applicable page to search for another record.
Click **Notify**	Notifies the next individual in the workflow.
Click **Update/Display**	Returns the user to the applicable page to update the data entered.
Click **Add**	Returns the user to the applicable page to add another report.

Position Number Listing

The Position Number Listing Report lists the position numbers and the incumbents for each position number.

To View the Position Number Listing Report:

1. Select the ***HR Reports*** menu group.

2. Select the ***Position Number Listing*** component. The ZLCPOS11 Page - Find an Existing Value tab is displayed.

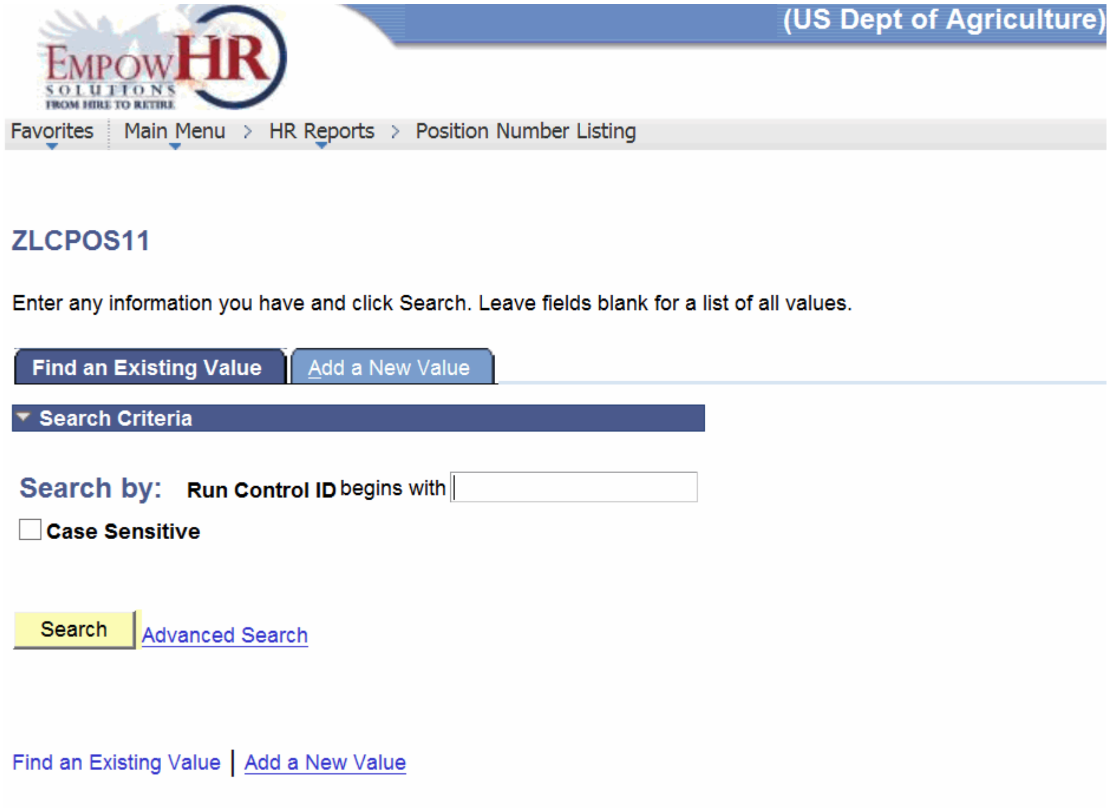


Figure 89: ZLCPOS11 Page - Find an Existing Value Tab

3. Enter the applicable search criteria.

4. Click **Search**. The Z Lc Runfrmthrdpt tab is displayed.

OR

Select the ***Add a New Value*** tab. The ZLCPOS11 page - Add a New Value tab is displayed.

Figure 90: ZLCPOS11 Page - Add a New Value Tab

5. Click **Add**. The Z Lc Runfrmhrdpt tab is displayed.

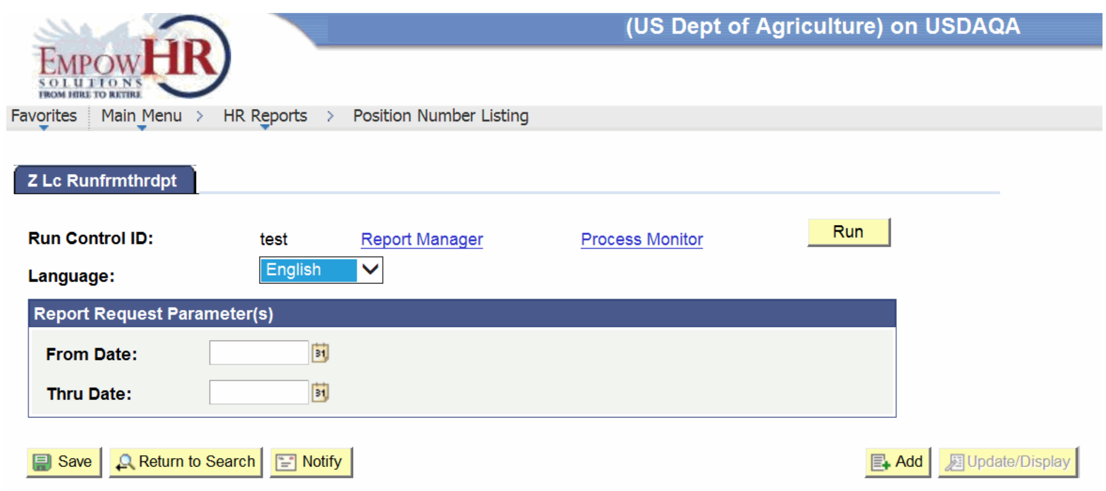


Figure 91: Z Lc Runfrmthrdpt Tab

6. Complete the fields as follows:

Field	Description/Instruction

Field	Description/Instruction
Run Control ID	Populated from the search criteria entered
Language	Defaults to `English`. To change, select the applicable language from the drop-down list.
Report Request Parameter(s)	**Instruction**
From Date	Enter a from date for the report or select a date from the calendar icon.
Thru Date	Enter a through date for the report or select a date from the calendar icon.

7. Click **Run**. The Position Number Listing Report page - Process Scheduler Request tab is displayed.

   OR

   Click the **Report Manager**. For more information refer to the EmpowHR Reporting procedure manual located under the HR and Payroll Processing category on the Publications page of the NFC Web site.

   OR

   Click **Process Monitor**. For more information refer to the EmpowHR Reporting procedure manual located under the HR and Payroll Processing category on the Publications page of the NFC Web site.

   At this point, the following options are available:

Step	Description
Click **Save**	Saves the record.
Click **Return to Search**	Returns the user to the applicable page to search for another record.
Click **Notify**	Notifies the next individual in the workflow.
Click **Update/Display**	Returns the user to the applicable page to update the data entered.
Click **Add**	Returns the user to the applicable page to add another report.

Retirement Eligibility by POI Report

The Retirement Eligibility by POI Report represents age and years of service based on the date entered to provide an estimate as to the potential eligibility for rehire. Actual eligibility varies based on the retirement system and other factors. This report also displays the total number of employees eligible in every Department.

To View the Retire Eligibility Report:

1. Select the ***HR Reports*** menu group.

2. Select the ***Retire Eligibility by POI*** component. The Retire Eligibility Report tab is displayed.

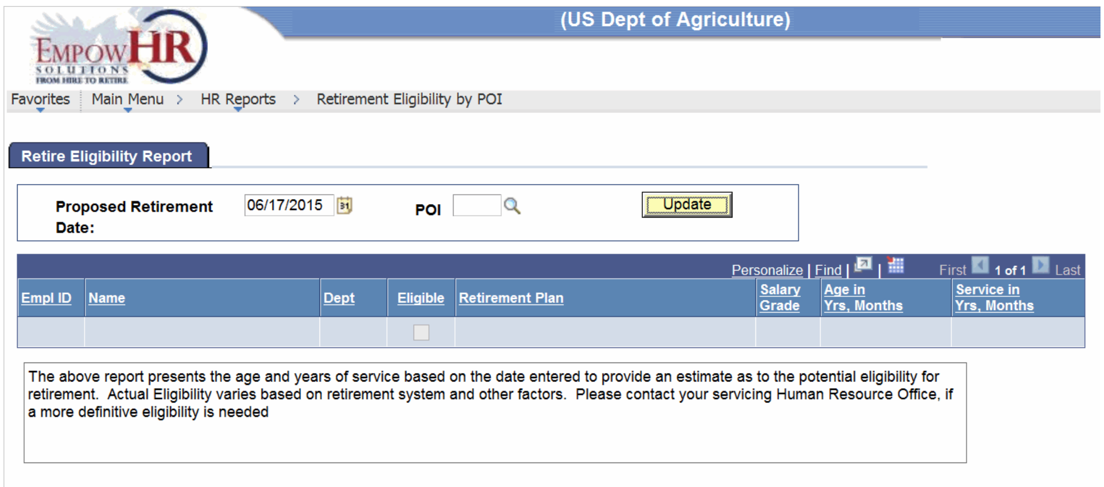


Figure 92: Retire Eligibility Report Tab

3. Complete the entry fields as follows:

Field	Instruction
Proposed Retirement Date	Enter the proposed retirement date for the results of the report or select a date from the calendar icon.
POI	Enter the POI for the results of the report or select data by clicking the search icon.

4. Click **Update**. The results appear on the page.

Reports To List

The Reports To List Report reflects the employees that report to a supervisor, manager, etc.

To View the Reports To List:

1. Select the ***HR Reports*** menu group.

2. Select the ***Reports To List*** component. The Reports_To List page - Find an Existing Value tab is displayed to locate an existing report.

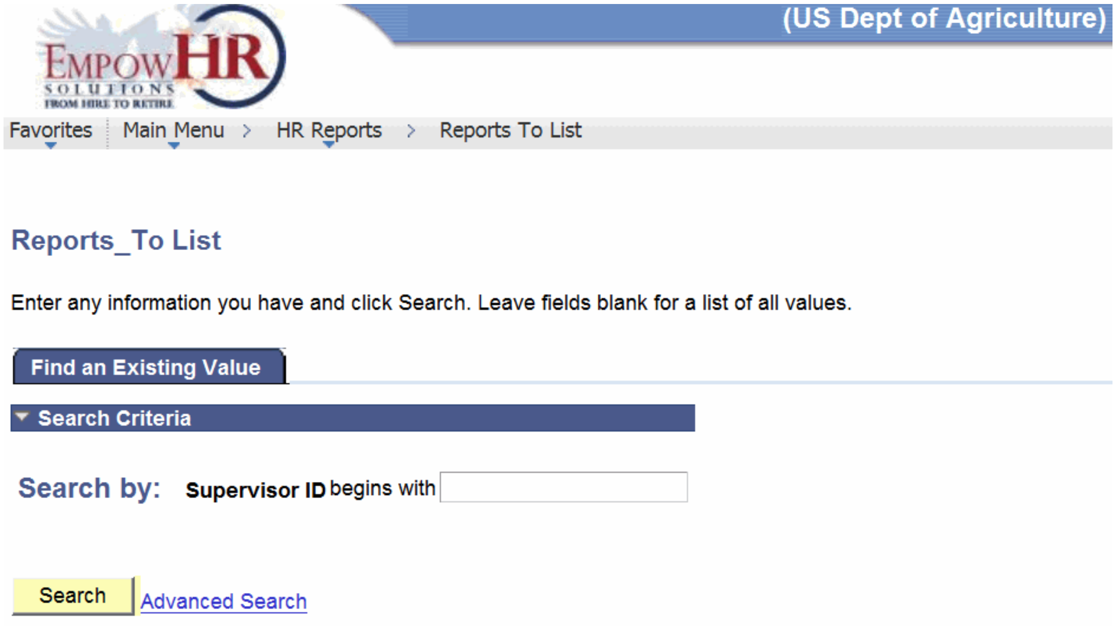


Figure 93: Reports_To List page - Find an Existing Value Tab

3. Enter the applicable search criteria.

4. Click **Search**. The Reports_To List page - List of Report Tos tab is displayed. This is a read-only page.

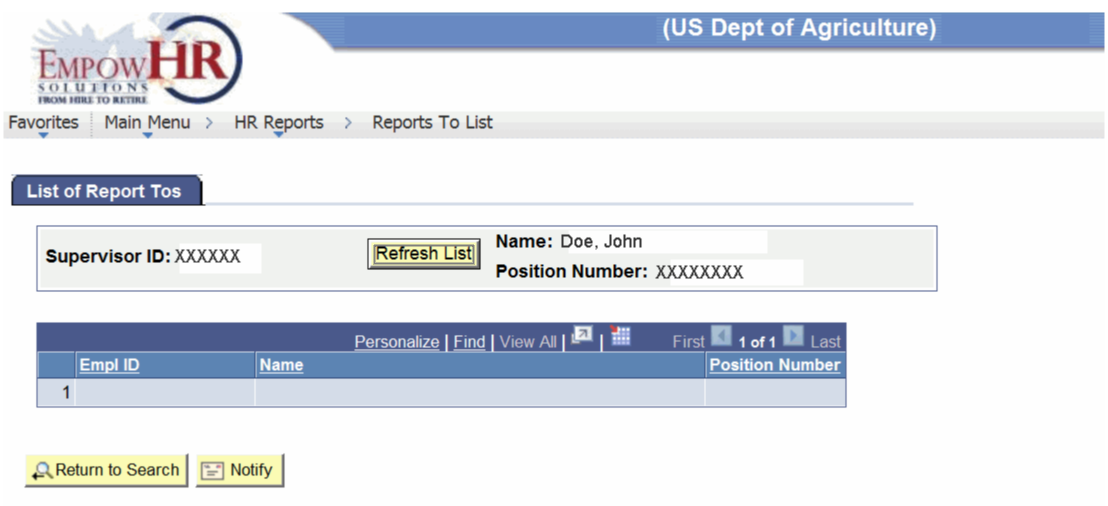


Figure 94: Reports_To List Page - List of Report Tos Tab

5. Click **Refresh List** to refresh the page and display additional names.

At this point, the following options are available:

Step	Description
Click **Return to Search**	Returns the user to the applicable page to search for another record.
Click **Notify**	Notifies the next individual in the workflow.

Vacant Position Report

The Vacant Position Report contains vacant positions in an organization.

Note: This report is for LOC only.

To View Vacant Position Report Data:

1. Select the the ***HR Reports*** menu group.

2. Select the ***Vacant Position Report*** component. The LOC Vacant Position Report page - Find an Existing Value tab is displayed.

Figure 95: LOC Vacant Position Report Page - Find an Existing Value Tab

3. Enter the applicable search criteria.

4. Click **Search**. The LOC Vacant Position Report page is displayed.

OR

Select the ***Add a New Value*** tab. The LOC Vacant Position Report page - Add a New Value tab is displayed.

Figure 96: LOC Vacant Position Report Page - Add a New Value Tab

5. Click **Add**. The Vacant Position Report page is displayed.

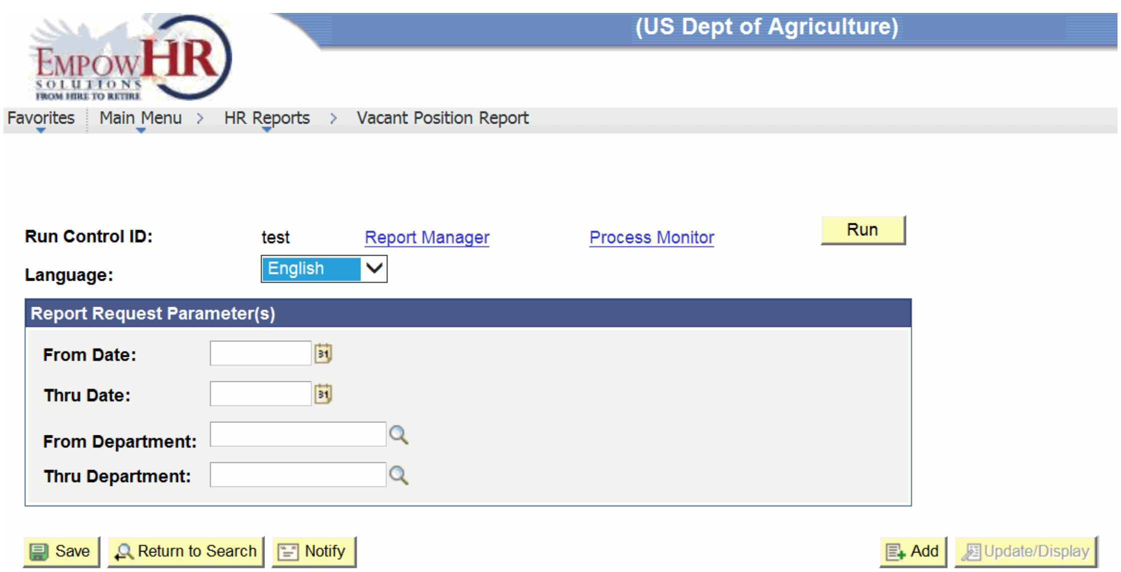


Figure 97: Vacant Position Report Page

6. Complete the fields as follows:

Field	Description/Instruction
Run Control ID	Populated from the search criteria entered.
Language	Defaults to **`English`**. To change, select the applicable language from the drop-down list.
Report Request Parameter(s)	**Instruction**
From Date	Enter the date the report data should begin or select a date from the calendar icon.
Thru Date	Enter the date the report data should end or select a date from the calendar icon.
From Department	Enter the from Department for the report or select data by clicking the search icon.
Thru Department	Enter the through Department for the report or select data by clicking the search icon.

7. Click **Run**. The LOC Vacant Position Report page - Process Scheduler Request tab is displayed.

OR

Click the **Report Manager**. For more information refer to the EmpowHR Reporting procedure manual located under the HR and Payroll Processing category on the Publications page of the NFC Web site.

OR

Click **Process Monitor**. For more information refer to the EmpowHR Reporting procedure manual located under the HR and Payroll Processing category on the Publications page of the NFC Web site.

At this point the following options are available:

Step	Description
Click **Save**	Saves the record.
Click **Return to Search**	Returns the user to the applicable page to search for another record.
Click **Notify**	Notifies the next individual in the workflow.
Click **Add**	Returns the user to the applicable page to add another report.
Click **Update/Display**	Returns the user to the applicable page to update the data entered.

Administrative Management Development Center (AMDC) NFC EmpowHR Position Crosswalk Report

The Administrative Management Development Center (AMDC) NFC EmpowHR Position Crosswalk Report allows the user to create a report or find an existing report reflecting the crosswalk between EmpowHR and the database.

To View AMDC NFC EmpowHR Crosswalk Data:

1. Select the ***HR Reports*** menu group.
2. Select the ***AMDC NFC EmpowHR Posn Crswlk*** component. The AMDC NFC EmpowHR Posn Crswlk page - Find an Existing Value tab is displayed to locate an existing report.

Figure 98: AMDC NFC EmpowHR Posn Crswlk Page - Find an Existing Value Tab

3. Enter the applicable search criteria.
4. Click **Search**. The AMDC NFC EmpowHR Posn Crswlk page is displayed.

OR

Select the ***Add a New Value*** tab. The AMDC NFC EmpowHR Posn Crswlk page - Add a New Value tab is displayed.

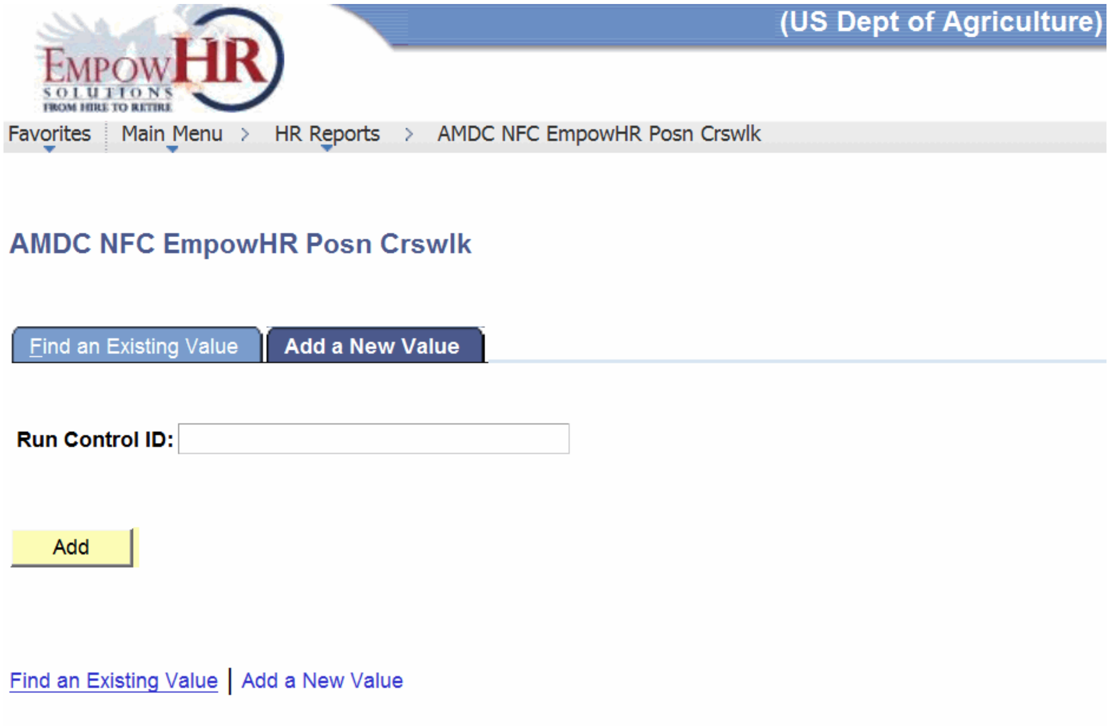


Figure 99: AMDC NFC EmpowHR Posn Crswlk Page - Add a New Value Tab

5. Complete the Run Control ID field as follows:

Field	Description/Instruction
Run Control ID	The run control ID is a unique number that the user assigns to run a report. Enter the run control ID for the report.

6. Click **Add**. The AMDC NFC EmpowHR Posn Crswlk tab is displayed.

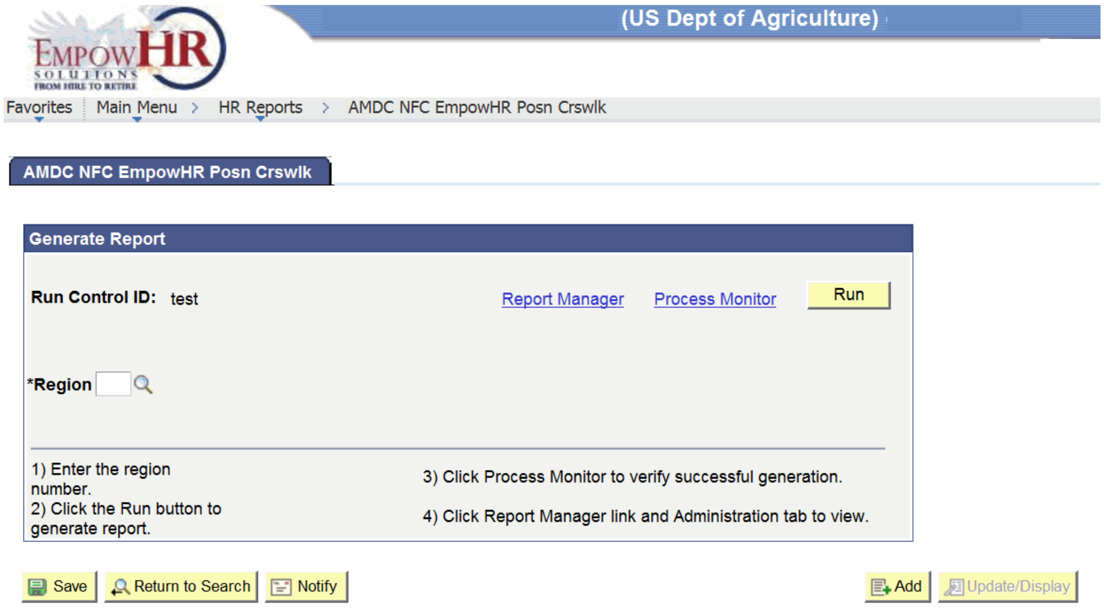


Figure 100: AMDC NFC EmpowHR Posn Crswlk Tab

7. Complete the fields as follows:

Generate Report	Description/Instruction
Run Control ID	Displays the run control ID, a unique number that the user assigns to run a report.
***Region**	Required field. Enter the applicable region for the position or click the icon to search for the region. This is a required field.

8. Click **Run**. The Process Schedule Request page is displayed.

OR

Click the **Report Manager**. For more information, refer to the EmpowHR Reporting procedure manual located under the HR and Payroll Processing category on the Publications page of the NFC Web site.

OR

Click **Process Monitor**. For more information, refer to the EmpowHR Reporting procedure manual located under the HR and Payroll Processing category on the Publications page of the NFC Web site.

At this point, the following options are available:

Step	Description

Click **Save**	Saves the record.
Click **Return to Search**	Returns the user to the applicable page to search for another record.
Click **Notify**	Notifies the next individual in the workflow.
Click **Add**	Returns the user to the applicable page to add another report.
Click **Update/Display**	Returns the user to the applicable page to update the data entered.

LC OF8

This option allows the user to print position descriptions.

Note: This report is for LC only.

To Print a Position Description:

1. Select the the ***HR Reports*** menu group.

2. Select the the ***LC OF8*** component. The LC OF8 Report USF page - Find an Existing Value tab is displayed.

Figure 101: LC OF8 Report USF Page - Find an Existing Value Tab

3. Enter the applicable search criteria.

4. Click **Search**. The LC OF8 Report USF Report page is displayed.

OR

Select the ***Add a New Value*** tab. The LC Of8 Report USF page - Add a New Value tab is displayed.

Figure 102: LC OF8 Report USF Page - Add a New Value Tab

5. Complete the field as follows:

Field	Description/Instruction
Run Control ID	The run control ID is a unique number that the user assigns to run a report. Enter the run control ID for the report.

6. Click **Add**. The LC OF8 Report Runctl Fgof8 tab is displayed.

Figure 103: Runctl Fgof8 Tab

7. Complete the fields as follows:

Field	Description/Instruction
Run Control ID	Populated based upon the search criteria entered.
Report Requests Parameters	**Instruction**
Position Number	Enter the position number or select data by clicking the search icon.
As Of Date	Enter the as-of date for the report or select a date from the calendar icon.

8. Click the **Report Manager**. For more information refer to the EmpowHR Reporting procedure manual located under the HR and Payroll Processing category on the Publications page of the NFC Web site.

OR

Click **Process Monitor**. For more information refer to the EmpowHR Reporting procedure manual located under the HR and Payroll Processing category on the Publications page of the NFC Web site.

OR

Click **Run**. For more information refer to the EmpowHR Reporting procedure manual located under the HR and Payroll Processing category on the Publications page of the NFC Web site.

At this point, the following options are available:

Step	Description
Click **Save**	Saves the record.
Click **Return to Search**	Returns the user to the applicable page to search for another record.
Click **Notify**	Notifies the next individual in the workflow.
Click **Add**	Returns the user to the applicable page to add another report.
Click **Update/Display**	Returns the user to the applicable page to update the data entered.

OF08 Report USF

This section explains how to find or add LC OF8 report data.

Note: This report is for LC only.

To Run the OF8 Report USF Report:

1. Select the ***HR Reports*** menu group.

2. Select the ***OF8 Report USF*** component. The OF8 Report USF Page - Find an Existing Value tab is displayed.

Figure 104: OF8 Report USF Page - Find an Existing Value Tab

3. Enter the applicable search criteria.

4. Click **Search**. The OF8 Report USF Report page is displayed.

OR

Select the ***Add a New Value*** tab. The OF8 Report USF page - Add a New Value tab is displayed.

Figure 105: OF8 Report USF Page - Add a New Value Tab

5. Click **Add**. The OF8 Report tab is displayed.

Figure 106: OF8 Report Tab

6. Complete the fields as follows:

Field	Description/Instruction

Field	Description/Instruction
Run Control ID	Populated based upon the search criteria entered.
Report Request Parameters	**Instruction**
Position Number	Enter the position number or select data by clicking the search icon.
As Of Date	Enter the as-of date for the report or select a date from the calendar icon.

7. Click the **Report Manager**. For more information refer to the EmpowHR Reporting procedure manual located under the HR and Payroll Processing category on the Publications page of the NFC Web site.

    OR

    Click **Process Monitor**. For more information refer to the EmpowHR Reporting procedure manual located under the HR and Payroll Processing category on the Publications page of the NFC Web site.

    OR

    Click **Run**. For more information refer to the EmpowHR Reporting procedure manual located under the HR and Payroll Processing category on the Publications page of the NFC Web site.

    At this point the following options are available:

Steps	Descriptions
Click **Save**	Saves the record.
Click **Return to Search**	Returns the user to the applicable page to search for another record.
Click **Notify**	Notifies the next individual in the workflow.
Click **Add**	Returns the user to the applicable page to add another report.
Click **Update/Display**	Returns the user to the applicable page to update the data entered.

PMSO Error Messages

This report reflects error messages for the job code and the position.

To View a PMSO Error Messages Report:

1. Select the ***HR Reports*** menu group.

2. Select the ***PMSO Error Messages*** component. The PMSO Error Messages page - Specify one or more field combinations to narrow your search tab is displayed to locate an existing report.

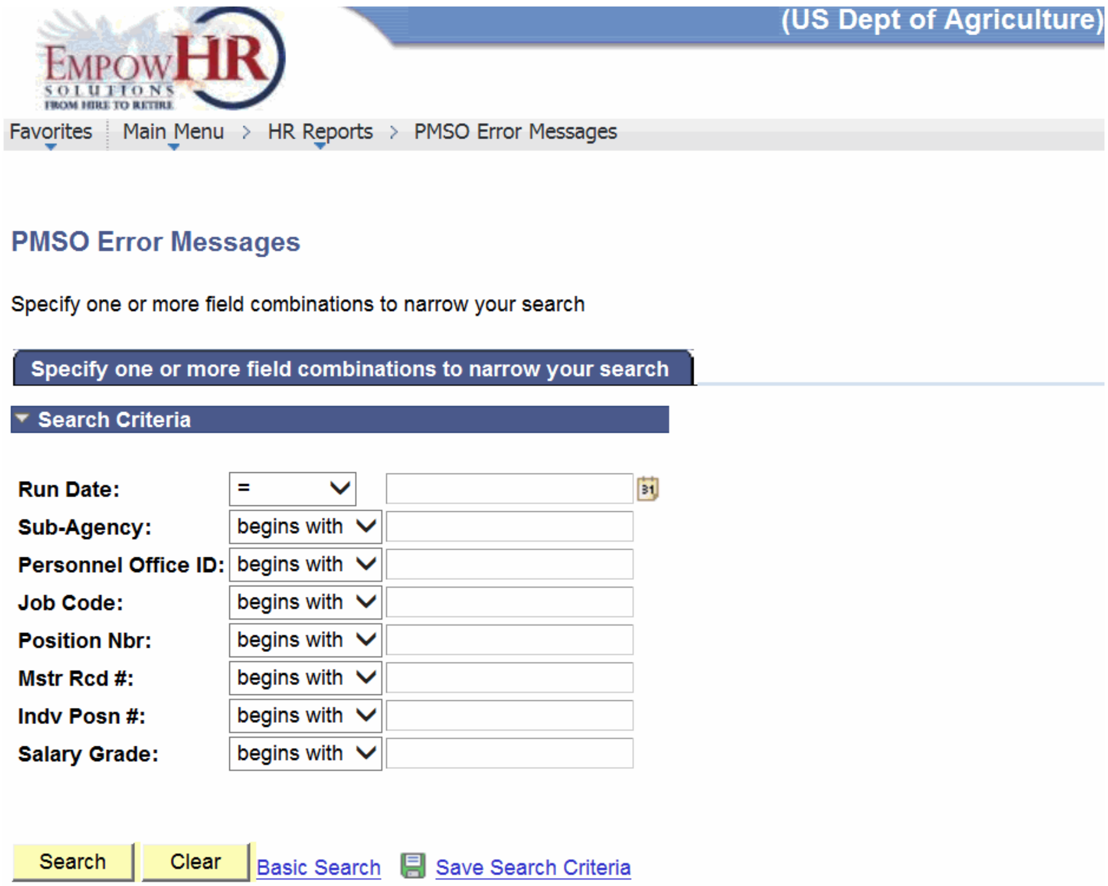


Figure 107: PMSO Error Messages Page - Specify one or more field combinations to narrow your search Tab

3. Complete the fields as follows:

Field	Instruction
Run Date	Enter the run date for the report or select a date from the calendar icon.
Sub-Agency	Enter the sub-Agency.
Personnel Office ID	Enter the POI.
Job Code	Enter the job code.
Position Nbr	Enter the position number.

Field	Instruction
Mstr Rcd#	Enter the master record number.
Indv Posn #	Enter the individual position number.
Salary Grade	Enter the salary grade.

4. Click **Search**. The PMSO Error Messages page is displayed.

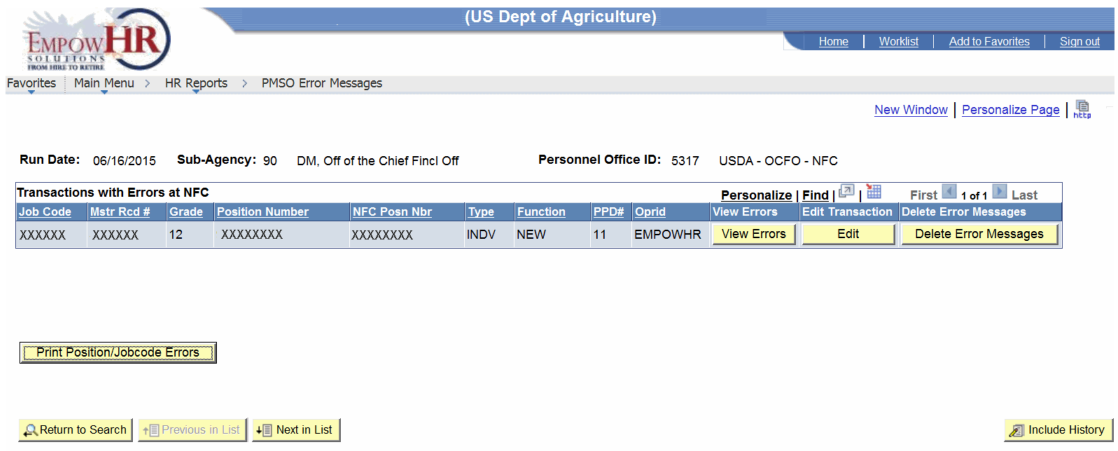


Figure 108: PMSO Error Messages Page

At this point, the following options are available:

Step	Description
Click **View Errors**	Displays the View PMSO Error Messages page to view the errors for the applicable transaction.
Click **Edit**	Displays the details for the applicable transaction.
Click **Delete Error Messages**	Displays a Confirmation popup to delete the applicable transaction.
Click **Print Position/Jobcode Errors**	Allows the printing of the PAR errors.
Click **Return to Search**	Returns to the applicable page to search for another report.
Click **Previous in List**	Returns to the previous person in the list.
Click **Next in List**	Advances to the next person in the list.
Click **Include History**	Includes historical data.

PMSO Error Messages (HD)

This report reflects error messages for the job code and the position.

To View a PMSO Error Messages (HD) Report:

1. Select the ***HR Reports*** menu group.

2. Select the ***PMSO Error Messages (HD)*** component. The PMSO Error Messages (HD) page - Specify one or more field combinations to narrow your search tab is displayed to locate an existing report.

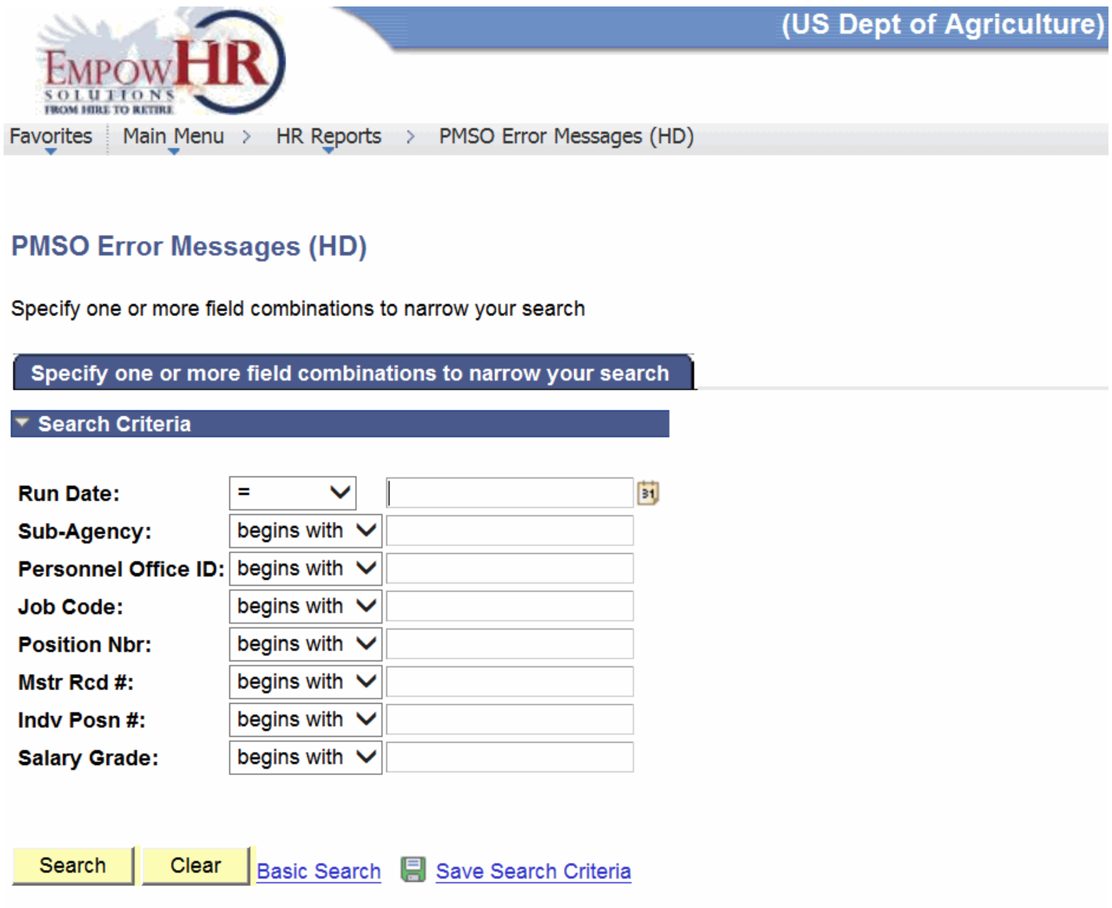


Figure 109: PMSO Error Messages (HD) Page - Specify one or more field combinations to narrow your search Tab

3. Complete the fields as follows:

Field	Instruction
Run Date	Enter the run date for the report or select a date from the calendar icon.
Sub-Agency	Enter the Agency.

Field	Instruction
Personnel Office ID	Enter the POI.
Job Code	Enter the job code.
Position Nbr	Enter the position number.
Mstr Rcd#	Enter the master record number.
Indv Posn #	Enter the individual position number.
Salary Grade	Enter the salary grade.

4. Click **Search**. The PMSO Error Messages page is displayed.

   OR

   Click **Clear** to clear the information on the page.

   Once you have located the PMSO Error Message, you can view the error message, edit the error message, delete the error message, or print the Position/Job Code Errors. See the corresponding steps below as applicable.

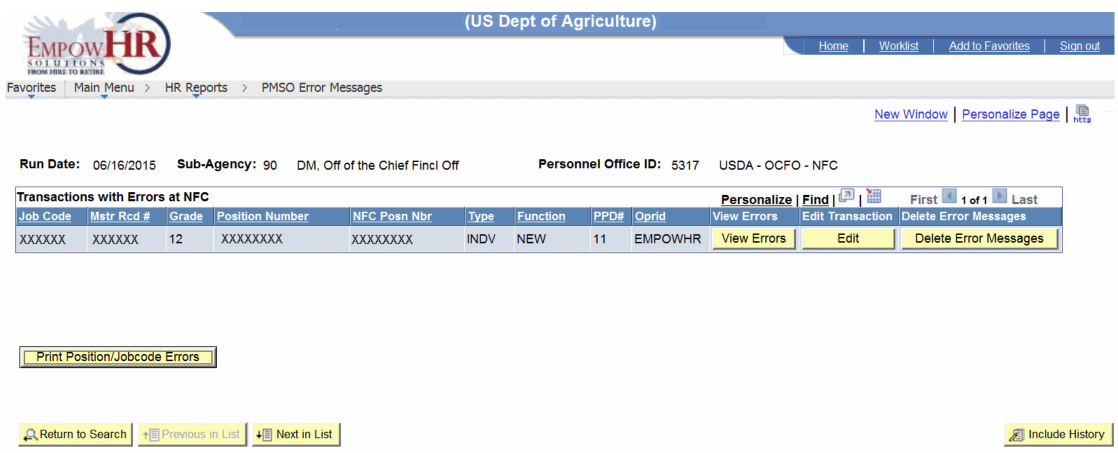


Figure 110: PMSO Error Messages Page

At this point, the following options are available:

Step	Description
Click **View Errors**	Displays the View PMSO Error Messages (HD) page to view the errors for the applicable transaction.
Click **Edit**	Displays the details for the applicable transaction.
Click **Delete Error Messages**	Displays a Confirmation popup to delete the applicable transaction.

Click **Print Position/Jobcode Errors**	Allows the printing of the PAR errors.
Click **Return to Search**	Returns to the applicable page to search for another report.
Click **Previous in List**	Returns to the previous person in the list.
Click **Next in List**	Advances to the next person in the list.
Click **Include History**	Includes historical data.

Payroll Document Error Messages

This report reflects payroll documents that are in suspense.

To View the Payroll Document Error Messages Report:

1. Select the ***HR Reports*** menu group.
2. Select the ***Payroll Doc Error Messages*** component. The PRES Error Messages page - Specify one or more field combinations to narrow your search tab is displayed.

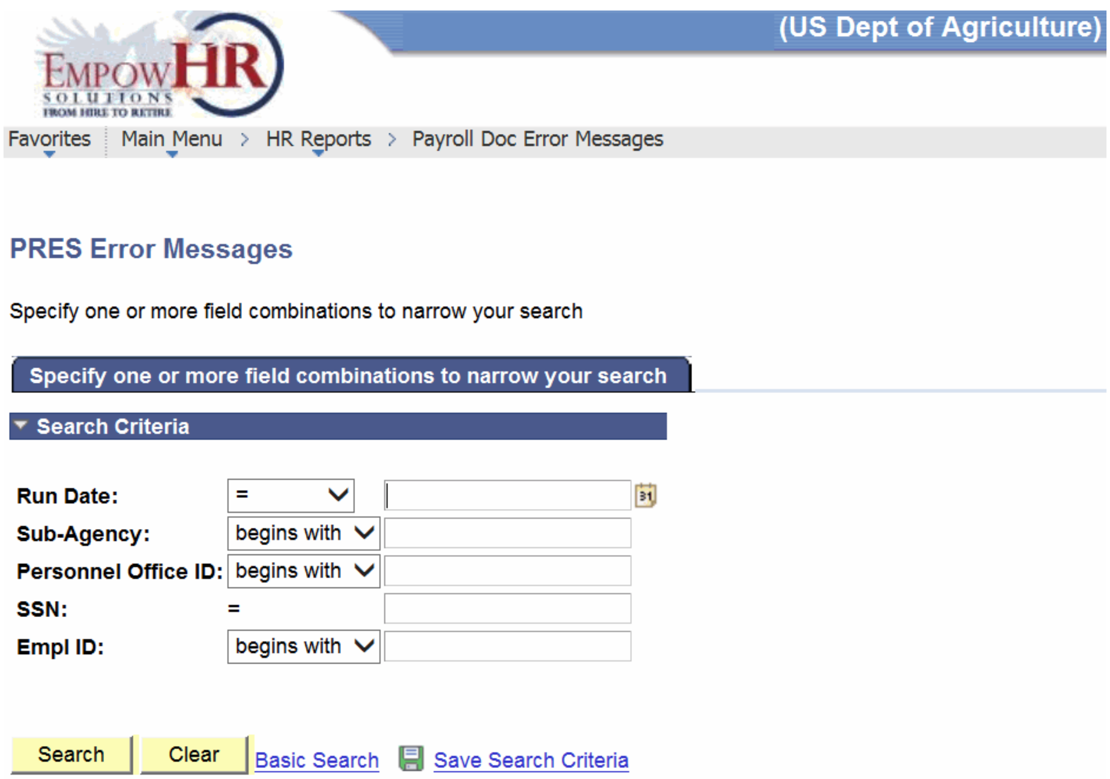


Figure 111: PRES Error Messages Page - Specify one or more field combinations to narrow your search Tab

3. Click **Search**. The Payroll Doc Error Messages page is displayed.

   OR

   Click **Clear** to clear the search.

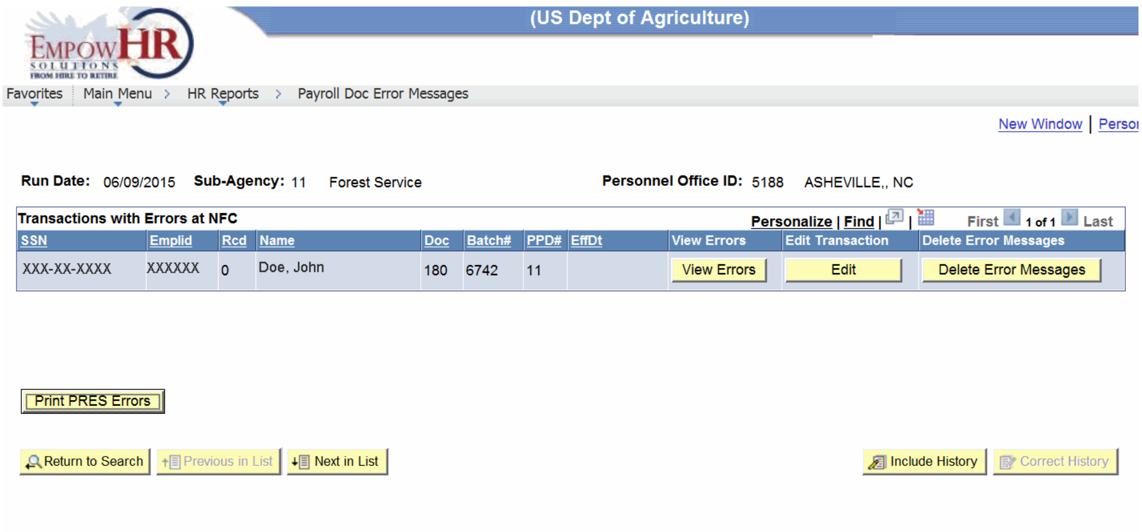


Figure 112: Payroll Doc Error Messages page

Note: Once the PRES Error Messages page is displayed, follow the navigation instructions for ***PAR Error Messages*** (on page 134). Please note, the navigation is the same; however, the type of documents displayed is different.

Payroll Document Error Messages (HD)

This report reflects payroll documents in suspense.

To View the Payroll Document Error Messages Report:

1. Select the ***HR Reports*** menu group.

2. Select the ***Payroll Doc Error Messages (HD)*** component. The PRES Error Messages (HD) page - Specify one or more field combinations to narrow your search tab is displayed to locate an existing report.

Figure 113: PRES Error Messages (HD) Page - Specify one or more field combinations to narrow your search Tab

3. Click **Search**. The Payroll Doc Error Msg (HD) page is displayed.

   OR

   Click **Clear** to clear the search.

Note: The Payroll Doc Error Msg (HD) navigation is the same as the ***PAR Error Messages (HD)*** (on page 136). Please note, the navigation is the same; however the type of documents displayed are different.

Personnel Office Identifier Report

The POI Report generates the reports with occupied, vacant, and inactive positions based on the POI selected. The report also shows the incumbent in the occupied positions.

To Add or Find a POI Report:

1. Select the ***HR Reports*** menu group.

2. Select the ***POI Report*** component. The POI Report page - Find an Existing Value tab is displayed to locate an existing report.

Figure 114: POI Report Page - Find an Existing Value Tab

3. Enter applicable the search criteria.

4. Click **Search**.

OR

Select the ***Add a New Value*** tab. The POI Report page - Add a New Value tab is displayed to add a new report.

5. Complete the Run Control ID field as follows:

Field	Instruction
Run Control ID	Enter the applicable information.

6. Click **Add**. The POI Report tab is displayed.

Figure 115: POI Report Tab

7. Complete the fields as follows:

Field	Description/Instruction
Run Control ID	Populated from the search criteria entered.
Report Parameters	**Instruction**
Agency	Enter the applicable Agency code or search for data by clicking the search icon.
Sub-Agency	Enter the applicable sub-Agency code or search for data by clicking the search icon.
POI	Enter the applicable POI or search for data by clicking the search icon.
Check the reports to run and click "Run Report" Button	**Instruction**
POI Report w/Filled Positions	Check this box if applicable.
POI Report w/Filled w/ Vacant Positions	Check this box if applicable.
POI Report w/Filled w/ Vacant w/Inactive Positions	Check this box if applicable.

Click **Report Manager**. The Process Scheduler Request page - POI Report is displayed.

OR

Click **Process Monitor**. For more information refer to the EmpowHR Reporting procedure manual located under the HR and Payroll Processing category on the Publications page of the NFC Web site.

OR

Click **Run**. The reports are sent to the Report Manager.

At this point the following options are available:

Step	Description
Click **Save**.	Saves the report.
Click **Return to Search**	Returns the user to the applicable page to search for another record.
Click **Notify**	Notifies the next individual in the workflow.
Click **Add**	Returns the user to the applicable page to add another report.
Click **Update/Display**	Returns the user to the applicable page to update the data entered.

Unit Funded Awards

The user can view or add a report to retrieve unit funded awards for an organization.

To View the Unit Funded Award Report:

1. Select the ***HR Reports*** menu group.

2. Select the ***Unit Funded Awards*** component. The Unit Staff Award Report page - Find an Existing Value tab is displayed.

Figure 116: Unit Staff Award Report Page - Find an Existing Value Tab

3. Enter the applicable search criteria.

4. Click **Search**. The Unit Funded Awards page is displayed.

OR

Select the ***Add a New Value*** tab. The Unit Funded Award Report page - Add a New Value tab is displayed.

Figure 117: Unit Funded Awards Report Page - Add a New Value Tab

5. Complete the Run Control ID field as follows:

Field	Instruction
Run Control ID	Enter the run control ID.

6. Click **Add**. The Unit Funded Awards tab is displayed. The information entered is the criteria for the report.

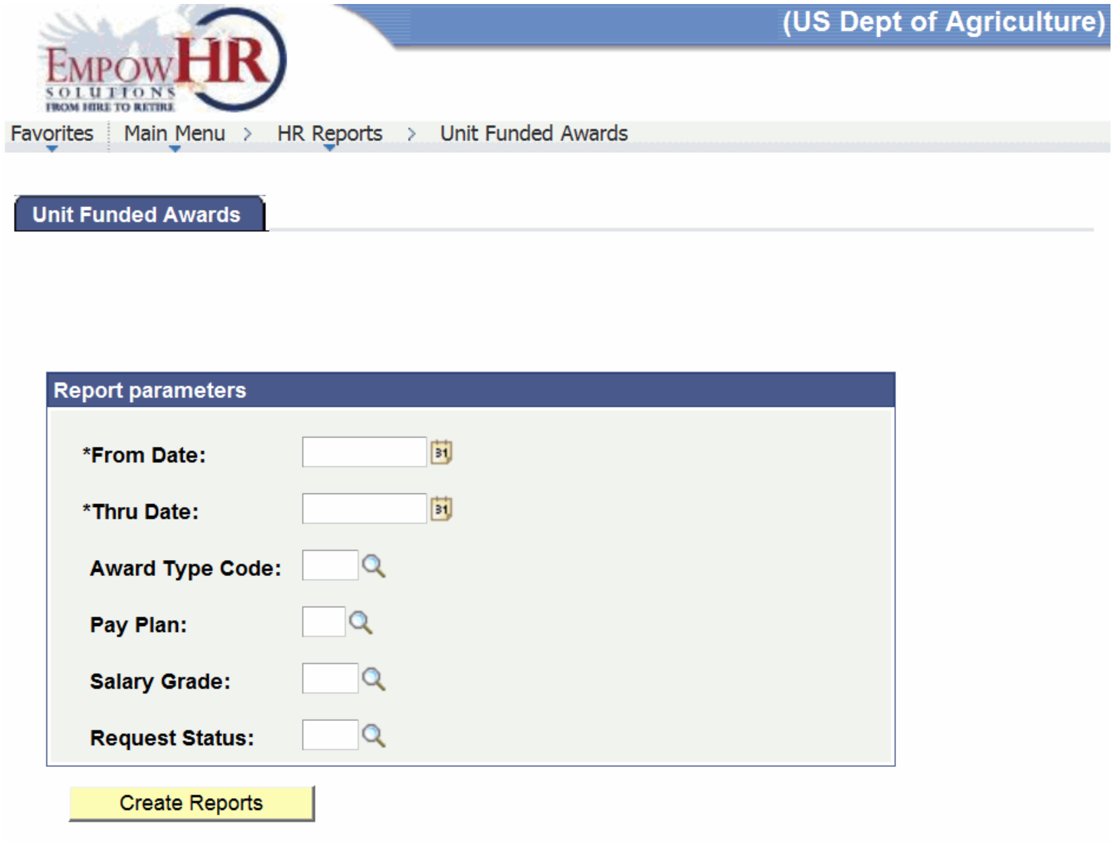


Figure 118: Unit Funded Awards Tab

7. Complete the fields as follows:

Report Parameters	Instruction
***From Date**	Required field. Enter the from date for data to be included in the report or select a date from the calendar icon.
***Thru Date**	Required field. Enter the through date for data to be included in the report or select a date from the calendar icon.
Award Type Code	Enter the type of award code or select data by clicking the search icon.
Pay Plan	Enter the pay plan or select data by clicking the search icon.
Salary Grade	Enter the salary grade or select data by clicking the search icon.
Request Status	Enter the status of the award type or select data by clicking the search icon.

8. Click **Create Reports**. The ***View Report in PDF*** and the ***View Report in CSV*** options are displayed.

9. Select the desired option to display the report. The report is display in the format selected.

Unit Staff Awards

This report allows the user to view unit staff awards for an organization.

To View the Unit Staff Awards Report:

1. Select the ***HR Reports*** menu group.

2. Select the ***Unit Staff Awards*** component. The Unit Staff Award Report page - Find an Existing Value tab is displayed. The information entered is the parameters for the report.

Figure 119: Unit Staff Award Report Page - Find an Existing Value Tab

3. Enter the applicable search criteria.

4. Click **Search**. The Unit Staff Awards page is displayed.

OR

Select the ***Add a New Value*** tab. The Unit Staff Award Report page - Add a New Value tab is displayed.

Figure 120: Unit Staff Award Report Page - Add a New Value Tab

5. Complete the Run Control ID field as follows:

Field	Instruction
Run Control ID	Enter the run control ID.

6. Click **Add**. The Unit Staff Awards tab is displayed.

Figure 121: Unit Staff Awards Tab

7. Complete the fields as follows:

Report Parameters	Instruction
***From Date**	Required field. Enter the from date for data to be included in the report or select a date from the calendar icon.
***Thru Date**	Required field. Enter the through date for data to be included in the report or select a date from the calendar icon.
Award Type Code	Enter the type of award code or select data by clicking the search icon.
Pay Plan	Enter the pay plan or select data by clicking the search icon.
Salary Grade	Enter the salary grade or select data by clicking the search icon.
Request Status	Enter the status of the award type or select data by clicking the search icon.

8. Click **Create Reports**. The ***View Report in PDF*** and the ***View Report in CSV*** options are displayed.

9. Select the desired option to display the report. The report is displayed in the format selected.

Payroll Document Error Messages

This report allows the user to view payroll document error messages.

To View the PRES Error Messages Report:

1. Select the ***HR Reports*** menu group.

2. Select the ***Payroll Doc Error Messages*** component. The PRES Error Messages page - Specify one or more field combinations to narrow your search tab is displayed to locate an existing report.

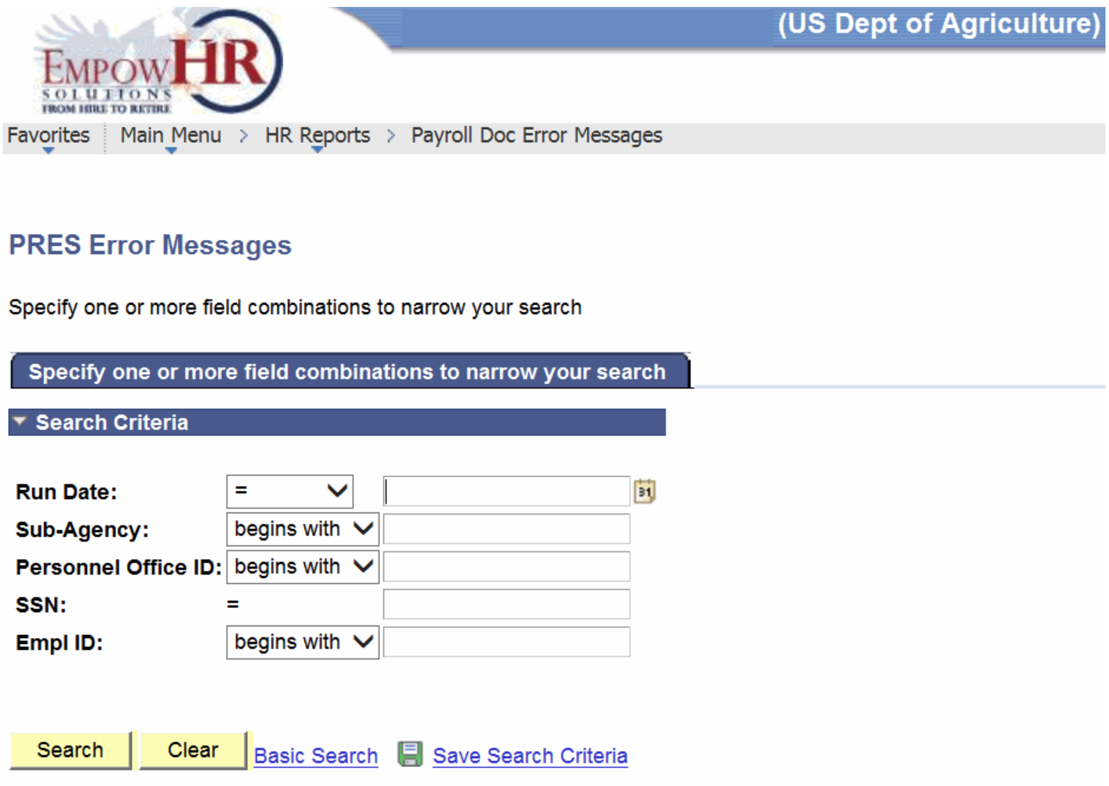


Figure 122: PRES Error Messages Page - Specify one or more field combinations to narrow your search Tab

3. Complete the fields as follows:

Field	Instruction
Run Date	Enter the run data or select a data from the calendar icon.

Field	Instruction
Sub Agency	Enter the sub-Agency.
Personnel Office ID	Enter the POI.
SSN	Enter the nine-position SSN.
Empl ID	Enter the employee ID. This a unique ID assigned by EmpowHR.

4. Click **Search** or **Clear** as applicable. The PRES Error Messages Detail page is displayed.

   The PRES Error Messages Detail navigation is the same as the ***PAR Error Messages (HD)*** (on page 136). Please note, the navigation is the same; however, the type of documents displayed are different.

New Hires

This section explains how to view new hire report data.

To View or Enter the New Hires Report:

1. Select the ***HR Reports*** menu group.

2. Select the ***New Hires*** component. The New Hires page - Find an Existing Value tab is displayed.

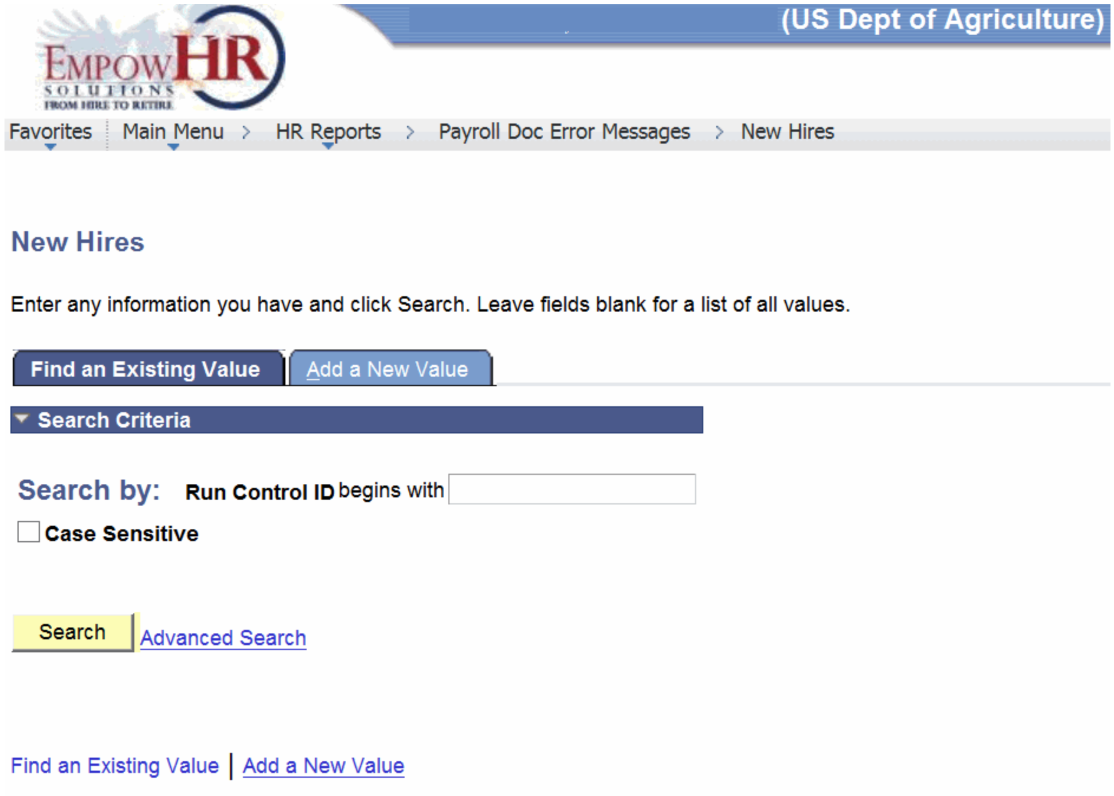


Figure 123: New Hires Page - Find an Existing Value Tab

3. Enter the applicable search criteria.

4. Click **Search**. The New Hires page is displayed.

OR

Select the ***Add a New Value*** tab. The New Hires page - Add a New Value tab is displayed to add a new report.

Figure 124: New Hires Page - Add a New Value Tab

5. Complete the Run Control ID field as follows:

Field	Instruction
Run Control ID	The run control ID is a unique number that the user assigns to run a report. Enter the applicable information.

6. Click **Add**. The New Hires tab is displayed.

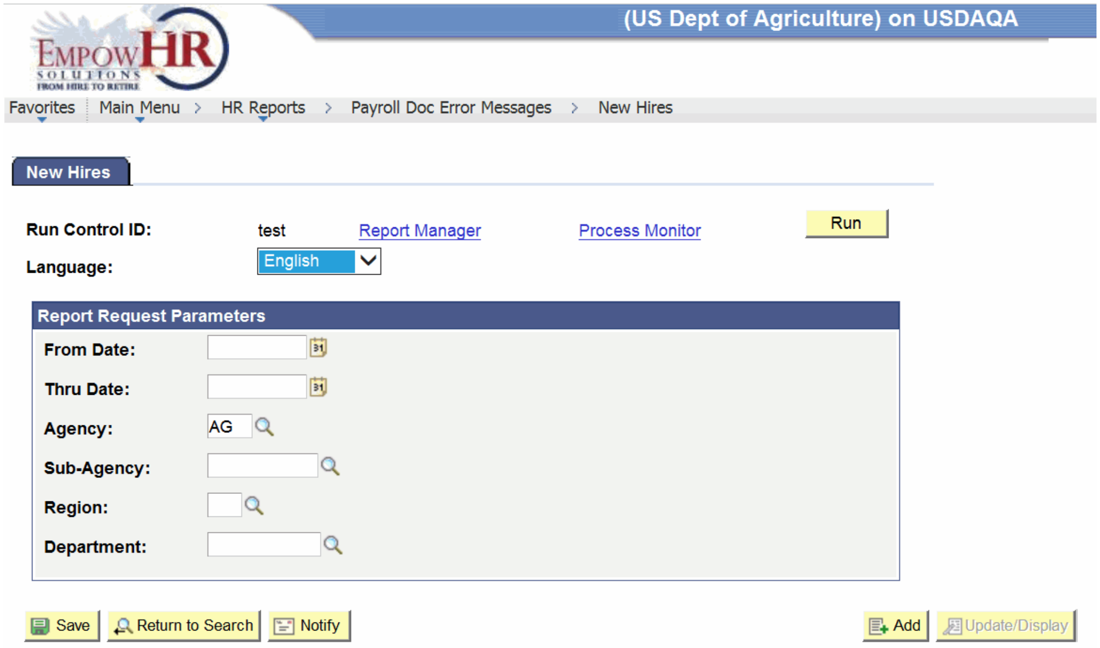


Figure 125: New Hires Tab

7. Complete the fields as follows:

Field	Description/Instruction
Run Control ID	Populated based on the search criteria entered.
Language	Defaults to **`English`**. To change, select the applicable language from the drop-down list.
Report Request Parameters	**Instruction**
From Date	Enter the from date or select a date from the calendar icon.
Thru Date	Enter the through date or select a date from the calendar icon.
Agency	Enter the two-position Agency (alpha/numeric Department code) for the report or search for data by clicking the search icon.
Sub Agency	Enter the two-position sub Agency (alpha numeric Agency code) or search for data by clicking the search icon.
Region	Enter the region code or search by clicking the icon.
Department	Enter the applicable Department or search by clicking the search code.

8. Click **Report Manager**. For more information refer to the EmpowHR Reporting procedure manual located under the HR and Payroll Processing category on the Publications page of the NFC Web site.

   OR

   Click **Process Monitor**. For more information refer to the EmpowHR Reporting procedure manual located under the HR and Payroll Processing category on the Publications page of the NFC Web site.

   OR

   Click **Run**. For more information refer to the EmpowHR Reporting procedure manual located under the HR and Payroll Processing category on the Publications page of the NFC Web site.

   At this point, the following options are available:

Step	Description
Click **Save**	Saves the record.
Click **Return to Search**	Returns to the applicable page to search for another report.
Click **Notify**	Notifies the next individual in the workflow.
Click **Add**	Returns the user to the applicable page to add another report.
Click **Update/Display**	Returns the user to the applicable page to update the data entered.

Index

No index entries found.